



## FRASER COAST REGIONAL COUNCIL

### ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE

#### TERMS OF REFERENCE

#### 1. NAME

Fraser Coast Council Arts, Culture and Heritage Advisory Committee (ACHC).

#### 2. PURPOSE

The purpose of the Arts, Culture and Heritage Advisory Committee (ACHC) is to discuss and provide advice or recommendations on matters relevant to arts, culture and heritage within the Fraser Coast.

For the purposes of this Committee, arts, culture and heritage includes:

- (a) an all-embracing definition of Culture, as stated in the Fraser Coast Arts and Culture Strategy 2022-26; and
- (b) includes arts and cultural activities such as but not limited to visual art, craft and design, public art, music, dance, theatre, media arts, digital and screen-based arts, community cultural development, and the preservation of knowledge, stories, heritage and collections.

#### 3. OBJECTIVES

The Objectives of the ACHC are to:

- (a) Collectively provide advice and recommendations to Council in relation to implementation of prioritised strategic objectives and outcomes identified within the Fraser Coast Arts & Culture Strategy 2022-2026;
- (b) Identify and strengthen partnerships, cooperation and support for delivery of Strategic objectives.
- (c) Share and provide experience and knowledge relating to contemporary best-practice delivery and development of arts, culture and heritage related services and initiatives.
- (d) Act as ambassadors for the Fraser Coast's arts, culture and heritage community and assist Council in the positive promotion of Council's and the community's regional initiatives, developing a wider appreciation, use and enjoyment of arts, culture and heritage on the Fraser;
- (e) Advocate for an appreciation of arts, culture and heritage on the Fraser Coast and an understanding of its value.
- (f) Help build resilience in the arts and culture community, help improve coordination of arts and cultural networks;
- (g) Work with Council and the community in the development, understanding, encouragement, use and enjoyment of arts and culture on the Fraser Coast.

#### 4. SCOPE

As an advisory committee it is not intended that the committee deal directly with operational issues, nor develop or deliver programs and projects. The advisory committee will provide advice to Council to be considered as part of Council decision making processes. In this regard the Chairperson will provide the conduit to Council.

#### 5. MEMBERSHIP

The membership of the ACHC shall be made of up to 10 positions:

- 2 Councillors appointed by Council (one being Chairperson);
- 6 members of the community appointed to represent the geographic areas of the Fraser Coast and the various groups of the community who have a strong interest in arts, heritage and culture. These may include, but are not limited to: artists, museum representatives, the Butchulla community, and industry representatives;

And 2 Council Officer positions without voting rights:

- Executive Manager Community and Culture, or their delegated representative;
- Manager of Cultural Services, or their delegated representative.

The ACHC may seek expert advice from other sources and may invite other members of the community, representatives of other stakeholder groups, and council staff to attend one or more meetings to discuss specific issues but these people will not have voting rights.

Appointments are voluntary roles and are not paid meeting fees.

#### **Appointment Process**

Council may seek expressions of interest for nominations for community membership or invite suitably qualified persons to apply. Regard will be given in the selection process to individuals who possess

- Commitment to work in a positive relationship with Council as a representative of the arts and cultural community.
- Well-developed relationships and connections within the arts and cultural community.
- Knowledge and experience in the development, management and /or delivery of cultural heritage services and practices.
- Understanding of the wider social and economic implications of Arts, Culture and heritage management for the Fraser Coast region.

Consideration will also be given to achieving a diverse representation of demographic, geographic and area of speciality.

Members will be appointed by resolution of Council.

### **Duration of the Appointment**

Membership as a community member shall be limited to a maximum of 2 years with the member being eligible for re-selection.

### **Resignation and Replacement of Members**

A Committee Member may resign at any time by way of written advice to the Chairperson. When a resignation is received, the resigning member may be replaced as follows:

- Council may call for expressions of interest for a suitable replacement unless the resignation is received less than six months from the conclusion of the biennial term of the Committee. The ACHC may make a recommendation to Council for replacement of members who resign from the Committee prior to the end of their term.

### **Meeting Fees**

Appointments are voluntary roles and are not paid meeting fees.

## **7. ROLES AND RESPONSIBILITIES OF MEMBERS**

Community representatives will be responsible for:

- i. ensuring that they are aware of and accurately represent their respective sphere of influence/interest;
- ii. ensuring that outcomes of the ACHC are conveyed accurately to the broader community and networks;
- iii. ensuring that they do not participate in or try to influence discussion and recommendations on issues where they may have a material or personal interest; and
- iv. providing timely advice to Council when sought at scheduled meetings and special meetings.

Council representatives will be responsible for:

- i. ensuring appropriate liaison with the various departments and other committees of Council;
- ii. ensuring an appropriate level of involvement of relevant professional/technical staff at appropriate times and meetings;
- iii. ensuring appropriate levels of administrative support;
- iv. ensuring recommendations from the ACHC are reported to Council in an appropriate and timely manner;
- v. providing background information available through Council that is reasonably considered necessary to assist members to reach appropriate recommendations.

The Chair will be one of the Councillors as nominated to the ACHC Committee.

The spokesperson for the ACHC will be the Chair.

## **8. ATTENDANCE**

Members will attend all ordinary meetings of the ACHC for which reasonable notice has been given.

In the first instance attendance should be in person, secondly via telecommunication link and finally in exceptional circumstances, attendance via telephone will be accepted.

If required, all attendees of a meeting can do so electronically via telecommunication link.

The Chair may deem a member to have vacated their appointment if the member is absent from **two** consecutive meetings without leave.

### **QUORUM**

The quorum for the Committee is half (rounded down if required) plus one. At least one appointed Councillor representative must be present to Chair the meeting.

Where there is no quorum, the members present can hold an informal meeting to discuss matters. However, any recommendations made by the Committee are not recognized until a meeting, where a quorum is present, has considered and ratified them.

## **9. REPORTING**

The minutes, including any recommendations of the ACHC will be reported directly to the Council Ordinary meeting as soon as is practical after each meeting of the ACHC.

## **10. REVIEW**

The ACHC and Council will review the operational protocols, performance, outcomes and possible improvements of the ACHC annually.

## **11. CONDUCT OF MEETINGS**

The ACHC will meet as a minimum 4 times per year during normal business hours.

Special meetings and workshops may be convened by the Chair as necessary to address urgent or particular strategic issues. Alternatively, members may be asked to meet or provide feedback electronically if there is a certain urgency.

Agenda Papers will be circulated to members not less than 7 days before each meeting.

Committee members may submit items to the Chair for consideration by the Committee as long as those items are in keeping with the Objectives and Scope of the committee. This must be done at least 14 days prior to the meeting to allow inclusion on the agenda.

Meetings will be conducted using recognised meeting procedures and all members will be expected to conduct themselves in a respectful, courteous and professional manner and show due regard to other members values and opinions.

For a committee to be achieved, one-half (quorum) of the members (one being the Chairperson or their alternative) must be present.

## **12. GOVERNANCE**

### **Media Comment and Confidentiality**

Members of the ACHC are to acknowledge that some information may have a confidential status and consideration of confidentiality will be respected.

Comments to the media on behalf of the Advisory Group shall only be made by the Chairperson, or by another member of the Advisory Group with the approval of the Chairperson.

The Advisory Group does not have the power to speak on behalf of the Fraser Coast Regional Council.

### **Conflict of Interest**

Members of the Advisory Group must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest, immediately advise the Chairperson and, if appropriate, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue.

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