

Bass Coast Shire Council Arts and Culture Advisory Committee

Context

Bass Coast Shire Council recognises the value and importance of arts and culture in our community. From education to health; community development to urban planning; environment to economic sustainability; creativity has an important role to play providing innovative approaches to all sorts of civic challenges.

Council has a vision of a culturally vibrant community where arts, culture and creativity link people through shared activities, creating stronger communities and connections to the place for residents and visitors.

There are numerous ways in which people in Bass Coast participate in the arts; as passive observers, audience members, appreciators, supporters, administrators, group members, students, teachers, enthusiasts, creators and performers, professionals, businesses and through tourism.

Summary

Council: A Council selected and supported committee with a pre-determined Terms of Reference, comprising of up to three (3) Councillors (as nominated) and ten (10) skilled community members, with ongoing administration assistance through Council's Recreation and Culture Team. This committee would be made up from people with expertise in arts and culture and provide a systematic link between the committee and Council. It will advise on arts and culture issues, opportunities and priorities. It can comprise of multiple action/sub groups who are called upon for specific activities and projects.

Role of the Bass Coast Shire Council Arts and Culture Advisory Committee

The aim of the Bass Coast Shire Council Arts and Culture Advisory Committee is to help Council identify community needs and priorities in relation to arts and culture.

The core responsibilities of the Committee are:

- to provide greater opportunities and better outcomes for arts and culture in the community
- to seek and develop funding opportunities
- to provide informed local community input into key Council policies which will affect arts and culture

- to keep Council informed of the artistic and cultural needs of the community
- to contribute to discussions regarding Council's priorities for arts and cultural development within the municipality
- to maintain communication and to advocate between community representatives and Council in arts and cultural related disciplines
- to contribute to the ongoing review of Council's arts and cultural programs, services and plans
- to contribute to the development and enhancement of a strong, recognisable public profile for the arts in Bass Coast.

Membership

Membership comprises:

Up to three (3) Councillors (as nominated), a core membership of ten (10) skilled community representatives and a Council officer from Council's Recreation and Culture Team. The role of the Council officer is to provide administrative services to the Committee only, and does not include voting rights.

The makeup of the Committee will reflect:

- that they are a resident or ratepayer in Bass Coast
- they have a direct association with, and deep understanding of, the arts and cultural aspects of the Bass Coast community
- that they have a diverse range of interests and expertise to provide a balance of arts and cultural disciplines
- that they have familiarity with Council's Arts and Culture Plan, and a knowledge of Council's current arts and cultural activities and events
- that they demonstrate capacity to consider the direction of cultural opportunities in a fair and equitable manner
- that they are able to work as part of a team.

All members and vacancies will be appointed following an expression of interest process and will be appointed by Council.

The Committee will nominate the Chair annually by a closed ballot of majority votes.

Additional persons may be invited to attend meetings at the discretion of the Committee to deal with special items, give specialist advice or for professional development.

All members will represent the interests of the community and cannot deem a commercial benefit.

In the event of the Chairperson being unable to attend a meeting, the Committee will appoint an alternate Chair for that meeting.

Working Groups

Working groups may be established where key development projects are planned in relation to arts and culture and to complete specific tasks within a finite period with clearly defined objectives, roles and responsibilities. These could include as an example: Public Art Projects, Festivals, Promotions, Network Groups and Events. Working Groups will provide recommendations to the Committee and do not have voting rights.

Term of Appointment

The term of appointment will be a two (2) year period commencing in September bi-annually.

Any member may resign at any time by advising his or her resignation to the Committee in writing.

If a Committee member is absent without notification for three consecutive meetings, the Committee can request that Council declare the position vacant.

Conduct of Meetings

The Committee shall meet on a bi-monthly basis (six meetings per year). The meeting schedule will be determined by the Committee at its commencement.

The Committee will seek to operate on a consensus basis.

The quorum for meetings will be not less than seven (7) members of the Committee comprising of one (1) Councillor representative and six (6) community members.

Prior to consideration of an item in which a member may have a conflict of interest (ie. potential financial or material gain arising from the Committee's decision), this interest must be declared to the Chairperson. The member must leave the room and remain outside until the conclusion of the discussion on the item.

If a vote is tied the Chair can use a casting vote.

Administrative and Support Services

Council's Recreation and Culture Officer will provide administrative support to the Committee by:

- sending members notice of meetings with an agenda setting out the business to be dealt with at the meeting
- organise meeting venues and catering where required
- attending meetings and taking minutes of proceedings
- any item from a meeting requiring action by Council officers will, in the first instance, be communicated to the relevant officer(s) for consideration and/or action. Actions will be communicated at the next meeting.

Reporting to Council

Minutes of all meetings will be provided to Council.

If the Committee is making a recommendation to Council, a Council report highlighting the request will be prepared by the Council officer.

The Councillor representative or Council officer will communicate recommendations from Council to the Committee.

Extent of Authority

The role of the Committee is to provide advice to Council. It may only act within the Terms of Reference and procedural arrangements endorsed by Council.

The Committee is not intended as a definitive tool of consultation for arts and culture, and Council will consult with other stakeholders outside of the group.

The Committee has no authority to:

- expend money on behalf of Council
- commit Council to any arrangement
- consider any matter outside its specific reference
- direct Council officers in the performance of their duties.

Publicity

Council has elected the Mayor or Chief Executive Officer as spokesperson. Any comments to the media must be made through them.

Adopted by Council: 20 September 2017