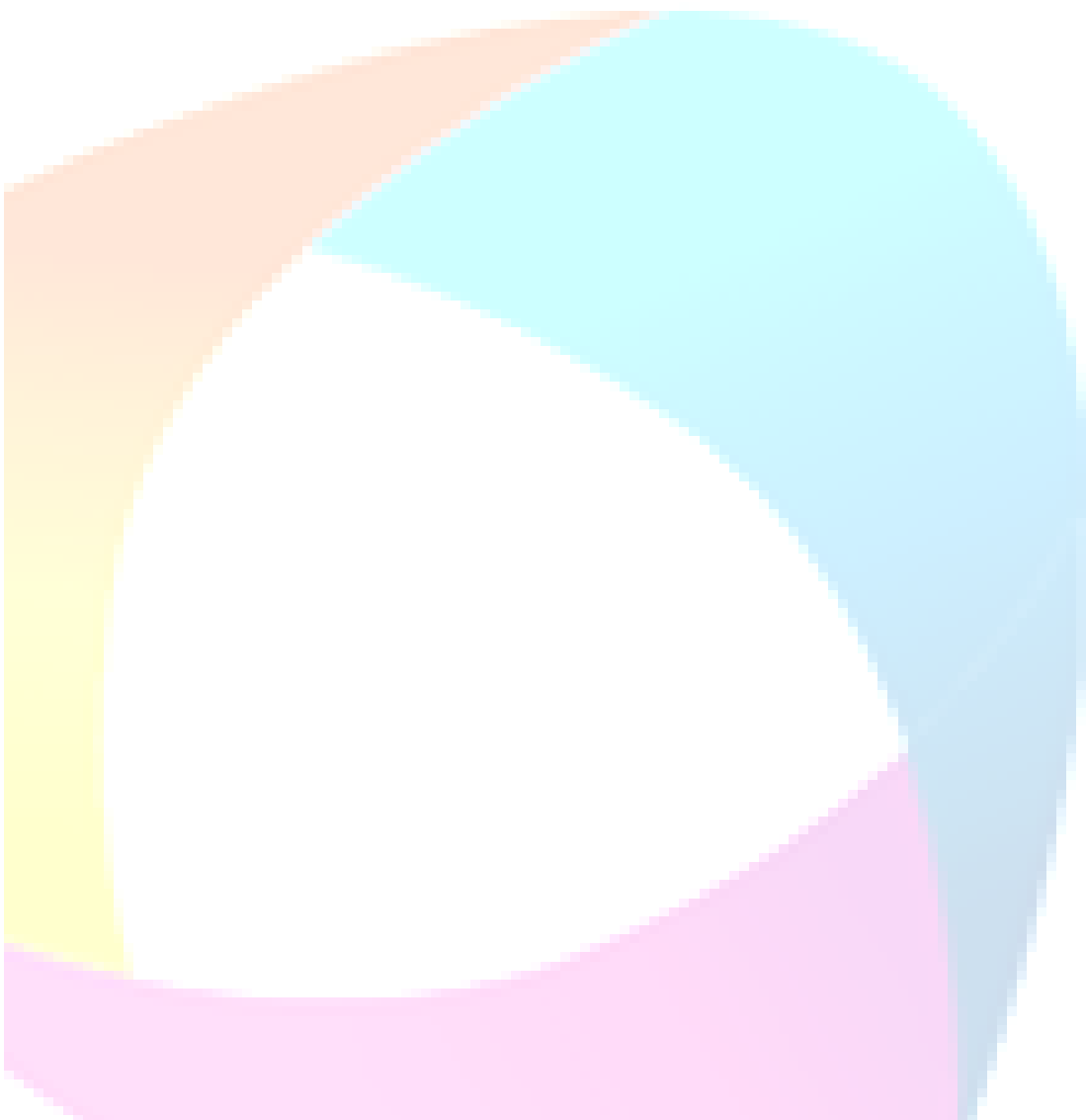




SNOWY MONARO
REGIONAL COUNCIL
Stronger together **Better** together

Snowy Monaro Region Arts and Culture Advisory Committee Charter



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Contents

1	Role of the Committee	4
2	Title of the Committee	4
3	Purpose of the Committee	4
4	Authority of the Committee	5
5	Delegation of Authority	5
6	Structure and Composition of the Committee	5
	6.1 Appointment of Members	6
	6.2 Term of Membership	6
7	Quorum of Committee	7
8	Principal Office Bearers	7
	8.1 Chairperson	7
	8.2 Secretary	7
9	Meetings of the Committee	7
	9.1 Items of Business	8
	9.2 Voting rights	8
10	Review and Assessment of the Committee	8

1 Role of the Committee

The primary objective of the Arts and Culture Committee is to promote arts and culture in our region, and to provide strategic advice to Snowy Monaro Regional Council in relation to the development of arts and culture.

Arts, in this context, include visual arts, performing arts, media arts, literature, and craft of all kinds.

Culture can be defined as the characteristic features of everyday life shared by people in a particular place or time; initiatives which contribute to quality of life, sense of place, feeling of community or local identity; those things which make our region unique and contribute to the social and economic vibrancy of our communities.

“Culture in its widest sense is about what matters to people and communities. It is about relationships, shared memories and experiences. It is about identity, history and a sense of place. It is about the different cultural and religious backgrounds found in most communities. It is about the things we consider valuable for passing on to future generations. It is our way of connecting the present with the past and the future.”

2 Title of the Committee

The title of the Committee shall be the “Snowy Monaro Region Arts and Culture Advisory Committee” (The ACAC).

3 Purpose of the Committee

The committee was established to support the implementation of the Snowy Monaro 2040 Community Strategic Plan and resulting Delivery and Operational Plans, particularly:

Community Outcome Two:

Our regions’ diverse cultural identity is preserved, and we foster creative expression and spaces

Strategy 2.1: Our culturally diverse heritage is preserved and celebrated for the richness it brings to our regional identity

Strategy 2.2: Support and promote the arts recognising the broad and diverse contribution it makes to community identity and wellbeing

The Committee will do this by:

- Contributing to discussions regarding Council’s strategic priorities for arts and cultural development within the region, including supporting the development and implementation of a regional Arts and Culture Plan.
- Facilitating informed communication between community representatives and Council in arts and cultural related disciplines.
- Contributing to the ongoing review of Council’s arts and cultural initiatives, including infrastructure and public art.
- Promoting and facilitating opportunities for the community to be creative and express themselves.

- Contributing to the development and enhancement of a strong, recognisable public profile for the arts in the Snowy Monaro.

4 Authority of the Committee

The Committee exercises functions of Council as a Committee under Section 355 of the Local Government Act 1993.

The authority of the Committee is limited to the exercise of advisory power. It does not have authority to make decisions that will bind the Council or to commit the expenditure of the financial resources of Council or any other Organisation without express authorisation. No budget / funding has been allocated to the Arts and Culture Committee.

The Committee has the authority to make recommendations to Council. These recommendations may be adopted by Council resolution, per standard Council reporting procedures.

Recommendations to Council may relate to:

Any matter, initiative, event or use of asset to promote, encourage and foster the participation in the arts and culture, including:

- Acquisition, placement and maintenance of public art
- Use of Council assets to promote and/or develop arts and culture
- Arts and cultural events, initiatives and resources
- Applications for arts and cultural funding

The minutes of each committee meeting will be sent to Council for their review and adoption. Any recommendations emerging for the Committee will be submitted to Council in the report attached to the minutes.

5 Delegation of Authority

The Committee, where relevant, is authorised to form sub-committees / working groups related to specific initiatives, ideas, events, etc.

A subcommittee is a smaller group formed from within the membership of the 355 committee. A working group may include members of the 355 plus additional members of the community.

The final recommendations of any sub-committee or working group must be approved by the Committee prior to submission to Council.

6 Structure and Composition of the Committee

The Committee will consist of a minimum of six and a maximum of ten members.

The membership will reflect a diverse range of interests and experience, to provide a balance of arts and cultural disciplines. The membership will also aim to fairly reflect the demographic and geographic diversity of the region.

Committee membership shall comprise:

- One (1) SMRC Councillor (plus one alternate Councillor representative)
- Up to two SMRC staff
- One (1) South East Arts representative
- Up to six members of the public following an advertised application and selection process.

Members will be expected to possess:

- An active connection to the Snowy Monaro community
- Contemporary knowledge, skills or involvement in the relevant industries, either professionally or through involvement with community based organisations
- Interest in and commitment to the development of arts and culture in our region
- The ability to work collaboratively with others in a consultative role
- Appreciation for strategic thinking and planning in the Local Government context

6.1 Appointment of Members

The SMRC Councillor representative will be appointed by Council during their delegation to Committees process.

The SMRC staff representation will be appointed by the relevant business unit Coordinators.

The South East Arts representative will be appointed by the Board of South East Arts

The positions of community representatives will be sought through public advertisement.

Selection of these members will be based on written application and determined by Council.

6.2 Term of Membership

The term of this Committee will be that of the term of Council (generally 4 years). At the end of each term the composition and function of the Committee will be reviewed and recommendation made to Council.

Any representative is eligible for reappointment upon completion of their term of membership however community representatives will be limited to two terms on the Committee to ensure a diversity of views are represented over time.

A member who fails to attend three consecutive meetings without submitting a satisfactory explanation will forfeit their membership on the Committee.

Should a member of the Committee resign for any reason, that position will be declared a casual vacancy.

In the instance of a casual vacancy, the position will be readvertised and an appropriate replacement chosen according to the selection criteria. Any community representative appointed to fill a casual vacancy shall serve out the balance of the term of that membership.

Members are elected on a voluntary basis. No payment or reimbursement of expenses is made available to members.

7 Quorum of Committee

A meeting must have a quorum of four (4) members, no more than two of whom may be Council staff.

Non-members with an interest or expertise in a relevant area may attend the Arts and Culture Committee by invitation of the committee. Non-members may participate in conversation but not vote on Committee business.

It is permissible for a quorum to be met through digital means including teleconferencing.

8 Principal Office Bearers

8.1 Chairperson

The committee shall be chaired by the appointed Councillor or her/his alternate

If no Councillor is available, one of the attendees will be chosen as Acting Chair for that meeting.

The role of the chairperson is to keep order at meetings and co-ordinate with the Committee Secretary.

8.2 Secretary

Council shall provide Secretariat support for the Arts and Culture Committee through the appropriate business unit.

Responsibilities include:

- Distributing meeting agendas, minutes and correspondence to members
- Minuting meeting proceedings
- Reporting meeting minutes and recommendations to Council
- Coordinating meetings including:
 - booking a venue for each meeting,
 - sending out meeting notifications, and
 - sending out meeting reminders
- Ensuring relevant records are filed in accordance with Council's reporting and record-keeping obligations

All activities shall be undertaken in collaboration with the Chair and other relevant members of staff.

9 Meetings of the Committee

The following procedure shall apply:

- Meetings shall be held four times per calendar year
- The Arts and Culture Committee shall regulate the time and place of its meeting. The location for each meeting shall be determined by consensus of the membership with consideration of fairness for all members. Electronic participation (e.g. Zoom, MS Teams) is permitted.
- A notice of each meeting confirming the date, time, venue and agenda will be forwarded to

- each member of the Committee as soon as practicable prior to the meeting date
- All meetings shall be minuted by the Secretary. Minutes will be prepared and distributed to members promptly by email after each meeting.

9.1 Items of Business

- Items of business for each meeting shall be decided by the Council representative after consultation with committee members.
- The minutes of the previous meeting shall be included as a standard item of business.
- Disclosure of conflicts of interest will be included as a standard item of business. All members will be asked at the beginning of each meeting to disclose any potential conflicts of interest in relation to the agenda. Members of the Committee will not participate in discussions and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.
- An action sheet or table will be included in the agenda and minutes as a standard item of business

9.2 Voting rights

Each elected member of the Committee is entitled to vote on Items of Business requiring a decision. Each member will have 1 vote. In the event that the Committee vote is tied, the Chair can cast the deciding vote.

10 Review and Assessment of the Committee

Council staff will prepare a brief annual report for Council summarising the Committee's recommendations.

Council may evaluate the performance of the Committee as appropriate

This Charter will be reviewed upon the appointment of new community representatives following each Council election cycle