

# ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE (IACAC)

## TERMS OF REFERENCE

In 2018 Isaac Regional Council adopted a new Arts and Cultural Policy, the Arts and Cultural Action Plan 2018 -2022, thereby setting the strategic direction for the future of arts and cultural development in the Isaac region. The Isaac Arts and Cultural Advisory Committee will assist Council with the implementation of these policies, plans and strategies by providing specialist knowledge, a community interface and advocacy.

This Terms of Reference describes the purpose, and composition of the Isaac Arts and Cultural Advisory Committee. It provides scope and framework for the committee's operations and details the roles and responsibilities of its members.

The Isaac Arts and Culture Advisory Committee has been established in accordance with section 264 and 265 of the Local Government Regulations 2012.

## PURPOSE

The purpose of the IACAC is to provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and ensure community involvement.

The aim is for the committee to;

1. Provide strategic advice on the implementation of the;
  - a. Arts and Cultural Policy, CORP-POL-031
  - b. Arts and Cultural Action Plan 2018 – 2022. COM-PLN-007
2. Provide strategic advice on the implementation of the Public Art Policy and Public Art Action Plan 2018 -2022.
3. Provide strategic direction and advice on the development and delivery of the Regional Arts Development Fund.

## OBJECTIVES

The IACAC will;

1. Contribute to the implementation of the Arts and Cultural Policy and the Arts and Cultural Action Plan 2018 – 2022 by:
  - a. identifying strategic initiatives that increase the level of arts and cultural activity in the Isaac region.
  - b. providing advice to Council on issues affecting the arts, heritage and cultural sectors in the Isaac region.
  - c. acting as a conduit for community engagement and consultation on the arts, heritage and cultural sector in the Isaac region.
2. Contribute to the implementation of the Public Art Policy and Strategic Guidelines:
  - a. defining themes for public art projects, informed by site assessments and community consultation.
  - b. providing cultural, artistic and design advice.
  - c. appraising public art tenders and making recommendations to Council
3. Contribute to the development and delivery of the Regional Arts Development Fund by:
  - a. Identifying funding and strategic priorities.
  - b. Assessing grant allocations.

## AUTHORITY

The IACAC has been established to provide advice to Council. It has no line of authority.

The IACAC reports to Council via the Manager Library and Cultural Services who will submit reports to the Planning, Environment and Community Services Standing Committee.

## MEMBERSHIP

The Isaac Arts and Cultural Advisory Committee will comprise of the following:

1. Two Councillors, one to be appointed as Chair.
2. The Manager Library and Cultural Services who will be responsible for formal reporting.
3. The Arts and Cultural Development Officer, who will provide administrative/secretariat services.
4. Up to Six community members who shall be appointed by Council. Members will have the capacity to attend committee meetings during business hours and meet the following three criteria.

<p>Criteria One</p> <p>A working understanding of the following Isaac Regional Council documents.</p>			
Mission statement and Corporate Values	Community Strategic Plan – Isaac 2035	5 Year Corporate Plan – Isaac 2020	Code of Conduct
Arts and Cultural Policy	Arts and Cultural Action Plan 2018 – 2022	Public Art Policy and Public Art Action Plan 2018 - 2022	Regional Arts Development Fund Guidelines.
<p>Criteria Two</p> <p>Expertise in an area of arts practice that will add to the knowledge base of the committee. This may include any listed below.</p>			
Arts practice	Tourism/Cultural Tourism	Indigenous arts/community	Youth
Creative industries.	Public Art	Education and/or Health	Philanthropy/funding
Heritage	Community Development	Festivals and/or events management.	Project Management
<p>Criteria Three</p> <p>Established connections/affiliations with existing arts/cultural/heritage and/or community organisations in the Isaac region.</p>			

5. In the absence of sufficient nominations Council will appoint suitable people to fill any vacancies.

## MEMBERS RESPONSIBILITIES

- All committee members are expected to promote the Vision, Mission, and Values of the Isaac Regional Council.
- All committee members are expected to comply with Isaac Regional Council's Code of Conduct, Work Place Health and Safety Systems, management directives, policies and procedures.
- All committee members must remain informed on current trends in the arts industry, allowing them to identify strategic opportunities and give advice on issues affecting arts and cultural policy, planning and program delivery.
- All committee members are expected to promote and support community engagement in the arts across the Isaac region.
- All committee members are expected to attend and actively participate in scheduled meetings of the IACAC.

## METHOD OF NOMINATION FOR COMMUNITY MEMBERS

- Council will call for Expressions of Interest and will advertise on Council's website, Facebook page and in local community newsletters. Council may target qualified community members through personal invitation.
- A selection panel will assess all Expressions of Interest against the selection criteria.
- The selection panel will consist of the Council appointed Chair of the IACAC, the Manager Library and Cultural Services and the Arts and Cultural Development Officer.
- The recommendations on the appointment of committee members will be reported to Council for resolution and adoption.

## TERMS OF OFFICE

- Committee members are appointed for a term of two years.
- Committee members may renominate for one additional term (of two years).
- A committee member may serve for more than two terms only on the recommendation of Council.
- The committee may invite suitably skilled persons to join the committee in an advisory capacity for a specified purpose and for a specified period of time. These members are not entitled to a vote.

## MEETINGS AND ATTENDANCE

- The committee must meet at least once in each quarter, with additional meetings as required.
- Notice of meetings will be given at least 10 working days prior to each meeting.
- The Agenda and any relevant documents will be forwarded to members at least 5 working days prior to a meeting.
- Where the appointed Chair cannot attend, they are to delegate the role to another Elected Member.
- All committee members are required to declare a conflict of interest with any matter to be discussed by the committee.
- When a decision of the committee requires a vote each member has one equal vote.
- In the instance of a split vote the Chair holds the casting vote.

- Minutes will be recorded at each meeting. These minutes and a report will be submitted to Council through the Planning, Environment and Community Services Standing Committee and proceed to the next Ordinary Meeting of Council in order for the minutes be adopted and any required actions considered.
- If a committee member is absent for three consecutive meetings without justifiable cause they will be deemed to have forfeited their membership unless the absence has been approved by the committee.
- Committee members may be compensated for extraordinary expenses incurred as a result of their membership, on the basis that the expenditure was approved in advance by the Manager Library and Cultural Services.

## QUORUM

A quorum of the Committee will consist of a minimum of four members, one of which must be the Chair. Either the Manager Library and Cultural Services or the Arts and Cultural Development Officer must also be in attendance.

## PUBLIC RELATIONS

Members of the IACAC are not permitted to make public statements on behalf of Council without the prior approval of the Mayor and/or CEO. As such media releases, public statements and advertising must be vetted by the Mayor and/or CEO and be issued under the name of the Mayor and/or CEO.