

TERMS OF REFERENCE

ARTS ADVISORY STEERING COMMITTEE

August 2022



PREAMBLE

Hunter's Hill Council celebrates local art with a season of art events, including the annual Hunters Hill Art Exhibition.

1 NAME OF THE COMMITTEE

The name of the committee is: the Arts Advisory Steering Committee (**Committee**).

2 STATUS OF THE COMMITTEE

The Committee is a steering committee of Council formed to achieve the objectives and perform the functions set out in these terms of reference.

The Committee has no decision-making powers but can make recommendations to Council in relation to matters arising from the objectives and functions.

The Committee commences on appointment of the first members of the Committee by resolution of Council.

3 DEFINITIONS

"Art(s)" means and includes the visual, performing and literary arts.

4 OBJECTIVES

The objectives of the Committee are to:

- Provide advice on the development and management of the annual Hunters Hill Art Exhibition.
- Contribute ideas, community and cultural knowledge to assist the Exhibition.
- Provide expertise and advice to Council on Art opportunities and Public Art as suggested by the Committee

5 FUNCTIONS

The functions of the Committee are to:

- Assist in the planning and development of the Art Exhibition by reporting on community feedback and local community and cultural information relevant to the Hunters Hill Art Exhibition.
- Provide advice to Council on the development and direction of the Art Exhibition.
- Assist as available with the setup, running and closure of the Art Exhibition.
- Assist as available with the promotion of the Art Exhibition.

- To make recommendations to Council on any significant operational aspects of the Art Exhibition.
- To make recommendations to Council on any significant operational aspects concerning Art and Public Art in Hunters Hill.

6 MEMBERSHIP OF THE COMMITTEE

6.1 Members, Chair and Secretary:

10 members comprising:

- 1 Councillor elected by Council to chair the committee (**Chair**)
- 1 other Councillor elected by Council as alternate Chair
- 8 community representatives appointed by Council from public nominations

The General Manager shall nominate a suitably qualified Council Officer to attend Committee meetings as standing invitee to provide technical advice and assistance.

Volunteers and other advisors may attend the Committee meetings from time to time by invitation of the Committee for the purpose of consultation but are not entitled to vote. Non-member Councillors may attend the Committee meetings at any time but are not entitled to vote.

The General Manager shall appoint a Council Officer to provide secretarial support to the Committee (the **Secretary**).

6.2 Selection Criteria

Community representatives of the Committee shall be appointed by public nomination in accordance with Policy Guideline 3 of Council Policy No CORP.S.23 Committees Policy.

A community representative must not be a currently serving Councillor.

6.3 Term

Members shall be appointed for a term commencing on the date of their appointment by Council until the day before the date of the next General Election of Council.

6.4 Vacancies

Council may, at its discretion, approve the filling of any vacancy in the membership of the Committee.

A member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their membership position declared vacant.

6.5 Removal of Member

Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

7 MEETING PROCEDURE

7.1 Quorum

The quorum is a majority of the members of the Committee who are entitled to vote.

7.2 Decisions

Decisions will be made by a majority of members present and voting.

7.3 Frequency

The Committee will meet not less than monthly and more frequently as required.

7.4 Notice of Meetings

The Councillor members of the Committee, in consultation with Council Officer nominated as standing invitee advisor by the General Manager, will finalise the agenda before each meeting. Members may suggest additional agenda items and may raise at any meeting items not on the agenda.

A notice of each meeting confirming the date, time, venue and agenda will be approved by the Chair of the Committee and forwarded to each member and the General Manager generally not less than 3 business days prior to the date of the next meeting by the Secretary.

Meetings may be held by using any technology or combination of technologies and in person attendance which permits each person participating in the meeting to communicate with every other person participating in the meeting.

8 REPORTING

The discussions and resolutions of the Committee will be recorded in minutes kept by the Secretary.

The Secretary will prepare and circulate minutes of meeting to all members within a reasonable time after each meeting.

Following each meeting the Secretary, in consultation with the Chair, provide a summary report outlining the main discussion topics, including the minutes and resolutions for consideration by Council.