

BURNIE ARTS ADVISORY GROUP

Terms of Reference

1. Purpose

The Arts Advisory Group is an advisory body to the Burnie Arts Centre (Burnie City Council). The purpose of the group is;

- To provide community and expert input and ideas on the future (strategic) direction and creative programming of the Burnie Arts Centre across performance, exhibition and event operations.
- To support the development of a successful co-creation model of operation where engagement with groups and individuals leads to high quality community and/or professional creative/artistic outcomes.
- To be an active conduit and enabler between the Burnie Arts Centre (and its staff) and the broader Burnie community.

2. Membership

Membership of the Arts Advisory Group will consist of up to eight (8) community members plus the Executive Manager of the Burnie Arts Centre or their representative.

All community representative nominations for appointment to the Group are to be formally submitted in writing to Council, through an advertised Expressions of Interest process (EOI). Nominees must complete an Expression of Interest and formally declare in writing to Council any potential conflicts of interest (such as being a member of other committees or other community affiliations) directly relating to the purpose of the Group.

All nominations will be assessed by an internal panel of Council staff, with recommendations made to the General Manager via a report. Committee/Group membership will be formalised by a notification to Council. Community membership of the Committee shall be for a period 2 years.

3. Selection Criteria

To be eligible to be considered as a community representative, prospective members must live, work, study or have connections to the Burnie Local Government Area.

Council encourages applications from all persons who may consider themselves suitable to the role in terms of skill, experience or interest and a willingness to (collectively) seek to represent the broadest possible views and aspirations of the Burnie community.



4. Meeting Attendance

Committee/Group members are expected to attend all committee meetings where possible. If a member is unable to attend, an apology is to be provided to the meeting convenor prior to the meeting. A member who fails to attend three (3) consecutive meetings without submitting a satisfactory explanation will forfeit their place on the Committee.

5. Times and Places for Meetings

The Committee will meet quarterly at dates and times as determined. An extraordinary meeting may be called where circumstances warrant. Meetings will normally be held at the Burnie Arts Centre. The venue of the next quarterly meeting is to be agreed by the Committee during the (prior) meeting. Subject to the Chairperson's discretion and technical capabilities, meetings may be held via Audio/Visual link.

6. Notification of Vacancies

The Committee is to notify the Council representative promptly of any vacancy occurring in its membership that affects the capacity of the Committee to function. The Committee is to submit to the General Manager, within 28 days, the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest.

7. Chairperson

The Chairperson will be nominated by the Committee. In his/her absence, the Committee may elect another Chairperson.

8. Quorum

The quorum for a meeting of the Committee will be 50% of the appointed community representatives. If a quorum is not present within fifteen minutes after the appointed started time, the meeting will be adjourned to a time fixed by the Chairperson. 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 recognised until a meeting, where a quorum is present, has considered and ratified them.

9. Conflict of Interest & Pecuniary Interest

Committee members must tell the Committee convenor of any conflicts of interest or pecuniary interest at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue.



10. Administration of the Committee

The Committee will be convened by the Executive Manager or their representative. Other Council staff will attend meetings and provide advice to the Committee as required.

Council staff will provide the following administrative support to the Arts Advisory Group as required:

- All correspondence to members of the Committee.
- Notification of times of meetings, meeting agenda and meeting venue.
- Preparation and distribution of minutes.
- Background reports and other information as required.
- Reports to Director CCS.

11. Decision Making

The Burnie Arts Advisory Group is not a decision making body. It is a group forum for the raising and discussing of ideas for future programming and to offer feedback on projects past or projects proposed.

12. Meeting Notifications, Agenda and Minutes

Council will notify members of the time and place of each meeting at least one week in advance, together with a copy of the agenda and any reports. Minutes will be sent out after each meeting. A report on the Committee's minutes and any other relevant information considered at the prior meeting will be reported to the Director CCS.

13. Expenses of Committee Members

Council will not generally authorise payment or provide remuneration to Committee members.

14. Insurance

Council will not generally authorise payment or provide remuneration to Committee members.

15. Media Contact

Committee members may not speak to the media on behalf of the Group or Council without the prior approval of the General Manager.

16. Induction

This Advisory Group operates under the principles of Council's corporate governance framework and behaviours framework. New members will receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

17. Standard Operating Procedures

All other procedures are to be in accordance with Council's Standard Operating Procedures and Workplace Health and Safety framework.

18. Review of Terms of Reference

The Terms of Reference for the Group will be adopted for the duration of the term of



appointment. A review of the Terms of Reference shall be at the discretion of the General Manager and not less than once per term of 2 years.

19. Reference Material

- The Hirst Report, 2021
- Curio Interpretation & Exhibition Design Concept, 2022
- Burnie Strategic Background Report, 2023
- Annual Plan and Budget 2023-2024

