

Arts and Creative Industries Reference Group

Background

The MidCoast is a place of unique environmental and cultural significance. Our creativity is inspired by the natural landscape and the resilience of our people. We build on our artistic and cultural strengths by supporting each other and celebrating our creative sector. Our shared history unites us and is nurtured by our storytellers, connecting the rich tapestry of places in the MidCoast region.

Our region is home to passionate artists, amazing regional cultural facilities and an expanding creative community. The *MidCoast Cultural Plan 2036* sets the long-term direction supporting our vision of being a place of unique environmental and cultural significance and addressing new challenges and opportunities for the region.

Purpose

The Arts and Creative Industries Reference Group has been established to provide strategic advice to Council on the planning, development and delivery of services to support the arts and creative industries in the MidCoast region and will support the implementation of the *MidCoast Cultural Plan 2036*.

The reference group will also work to encourage collaboration across the sector in order to build capacity and create additional opportunities for the arts and creative industries.

Key tasks

The Arts and Creative Industries Reference Group will provide guidance to Council by:

- championing local creatives, arts groups and organisations;
- providing strategic advice on sustainable arts and culture development;
- developing and fostering strategic partnerships, projects and networks that benefit the region's arts and creative industries sector;
- encouraging and supporting the arts and creative industries in all strategic processes to provide leadership and ensure positive outcomes for local community initiatives;
- prioritising projects identified in *MidCoast Cultural Plan 2036* and providing guidance on their implementation for inclusion in Council's Delivery Program and Operational Plan;
- providing advice on cultural infrastructure projects;
- reviewing applications and providing recommendations in relation to the local arts grants program;
- promoting the arts and creative industries to the wider community; to educate, excite and engage the community in the importance of cultural planning and its wider impacts beyond arts and culture; and

- educating the MidCoast community about the value of arts and culture and recognising the benefits it has for the lifestyle of residents, economic impacts and the experience of visitors.

Roles & responsibilities

Membership

The membership of the Reference Group shall comprise:

- up to two (2) Councillors
- up to nine (9) community representatives that have an interest or expertise in the arts and creative industries
- a minimum of one (1) Aboriginal Community Member
- staff representatives from Council's Libraries, Community and Cultural Services team

A member's appointment may be ended on the basis of one of the following:

- resignation of a member
- regular non-attendance at meetings (note: members shall be considered to have vacated their position if they have been absent from three meetings without an apology)
- failure to respect the protocols and confidentiality requirements (set out below)

Additional Membership

Up to two (2) additional people may be appointed to the group if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Reference Group.

From time to time, other people who have a clearly defined interest in topics being discussed by the Group may be invited to the meetings to contribute to discussions.

Chairperson

The Reference Group shall be chaired by the nominated Councillor. If the nominated Councillor is not available the replacement Chair shall be the alternate Councillor, or if unavailable, the members can determine the representative as required.

Committee Members

The community members will be appointed by Council following a publicly advertised process. Members shall be expected to bring diverse knowledge, skills, experience and address the following criteria:

- A strong understanding of the Creative Industries in today's competitive environment, both at a regional and national level
- Strong arts and culture networks and linkages;
- An ability to represent a broad range of views that reflect the diversity of the community;
- A strong understanding of contemporary artistic practices both locally and regionally;

- An understanding of the importance of arts and culture in terms of employment, economic development and cultural tourism, for bringing people and visitors to the region;
- A willingness and ability to actively participate in meetings for the required duration in a fair, constructive and unbiased manner for the benefit of the MidCoast community.

To ensure a diverse membership, the depth and range of their experience in one or more of the following areas will be essential: Aboriginal heritage, arts and culture; Youth; Seniors; Disability; Creative industries, arts-based business; Performing arts; Visual arts; Culturally and Linguistically Diverse Communities (CaLD); Migrant or diverse cultural experience; Festival or event management; Writing, literature, social media; History, museums, libraries; Tourism, business, conferences.

Individuals will not be appointed as representatives of any organisation, but in their own right.

A nomination form must be completed by interested representatives and all nominations will be assessed against their stated knowledge, experience, skills and responses to the criteria relevant to the Arts and Creative Industries Reference Group.

Members may determine to work in subgroups (Working Groups) for specific projects. In this case Working Group chairs shall be appointed by the members.

Council support

To enable the Reference Group to operate effectively Council staff shall provide:

- any material and draft documents to undertake tasks / projects and an opportunity for discussion at meetings (as agenda items)
- regular updates
- expert advice from the different areas of Council, as required
- open and transparent communications on creative industry issues
- secretariat services and venues for meetings

Dissolution

Council may determine to dissolve the Reference Group where the Group:

- has achieved its purpose for establishment
- has become un-productive
- can no longer maintain membership in line with its terms of reference
- activities no longer service the priorities and/or core business of Council
- legislation has changed the roles and responsibilities of Council.

Commitments

Confidentiality

From time to time, members may be required to review and comment on draft documentation

that has not been formally considered by the Council's decision-making body.

In these circumstances, it is crucial members understand the status of any documentation and the importance of maintaining confidentiality if they wish to have preliminary input. Discussion may take place on matters subject to State or Federal Government protocols that need to be adhered to.

Members may also be privy to financial, legal or personal landowner information, which cannot be disclosed outside of the committee.

Each member is required to agree to and sign the confidentiality requirements of membership.

Meetings

The groups shall meet a minimum quarterly, at a time and location agreed by the members, for a maximum of 2 hours, unless agreed by the group.

A quorum for attendance shall be a minimum of half of the membership plus one. A Council staff member should be present for each meeting.

The following meeting protocols shall apply:

- members shall respect the role of the Chair in the conduct of the meetings
- members shall respect the right of every member to speak and put forward their views
- members shall respect the Chair's decisions (if a consensus is not able to be reached) in relation to agenda items and timeframes
- meetings are generally run through consensus, however, should the need arise for a vote, only the Councillors and community members shall participate (i.e. Council staff are not to participate in any voting), having one vote each. Where there is an opposing view, the members can choose to have their name recorded in the minutes stating their position.
- agenda and supporting documentation will be distributed electronically (by email) at least five working days prior to the meeting date.
- minutes, providing an overview of discussions and actions to be progressed, shall be taken at each meeting and made available to members within two weeks of the meeting. Minutes will be maintained electronically and distributed to members via email. Minutes shall be made publicly available on Council's website; however, it is recognised that confidential items are not to be made public.

Where possible, members shall be notified in advance of any confidential items.

Limitations

While the Reference Group may provide guidance to Council on key issues such as corporate policy and objectives, marketing strategy, resource allocation, and decisions, the Reference Group may not:

- on Council's behalf agree to any acquisitions of land
- incur expenditure by Council
- make any payment to members of the Reference Group

- accept public liability risk from another organisation
- make grant applications dependent on or committing Council to expenditure, either initial or ongoing
- bind Council
- become involved in the day-to-day operations of Council activities

Code of Conduct & Conflict of interest

All members are required to comply with Council's Code of Conduct and participate in Code of Conduct training and an induction provided by Council.

In accordance with the Code, a member of the Reference Group who has a financial, commercial or economic interest in any matter before the group must disclose the nature of the interest to the meeting and must leave the meeting while the matter is being considered.

Contact with the media

Media enquiries relating to the work or operation of the group are to be referred to and managed by Council's Communications team. Media statements or comments cannot be made by members of the group.

Where a member considers that there needs to be a media comment in relation to any items discussed by the group, the member must bring the matter to the attention of the Council staff representative.

Review

An annual summary report which captures the actions of the group is to be provided each year for inclusion in Council's Annual Report. Additional reports to Council may also be necessary when key milestones are reached or to progress elements of a specific project or specific recommendations to Council.

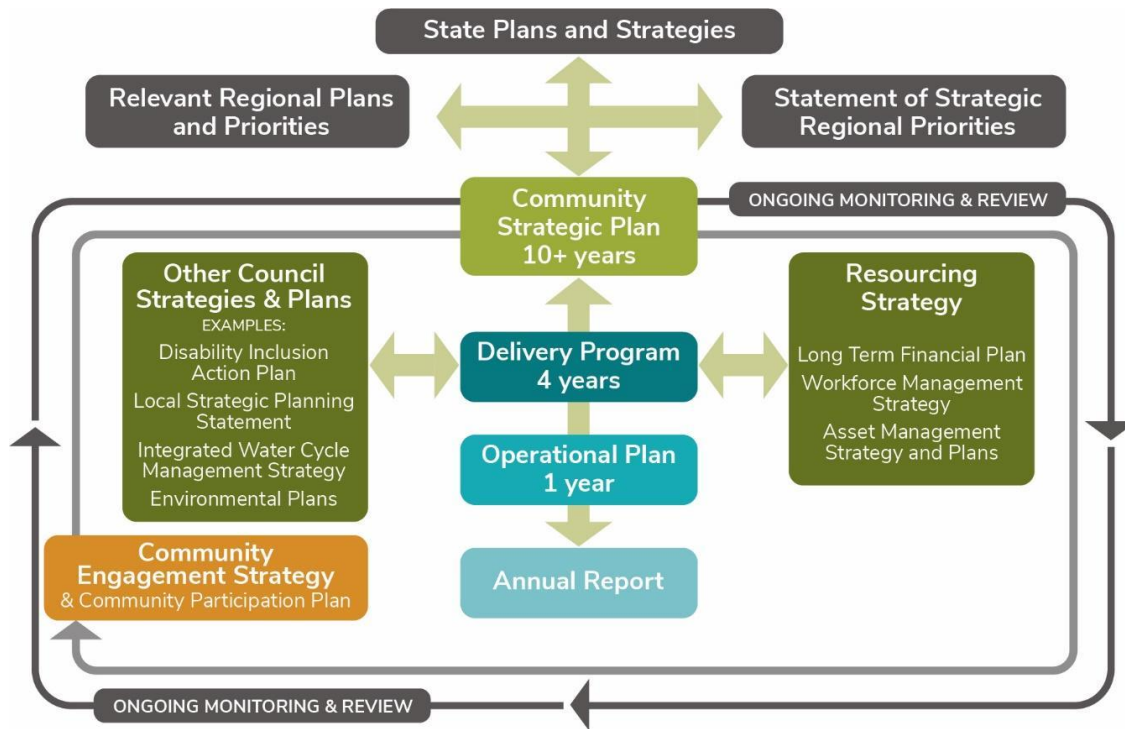
The membership and these Terms of Reference are to be reviewed at the end of the Council term, within three months of the Council election.

Governance

Integrated planning & reporting requirements of Local Government

The scope of work for the Arts and Creative Industries Reference Group is focused on growing and promoting our local cultural industries.

This aligns with the Integrated Planning & Reporting Framework (shown below and outlined in the Local Government Act). All of the activities of the group need to align with the outcomes in the Community Strategic Plan and subsequent endorsed Council strategies.



Attachments - <https://www.midcoast.nsw.gov.au/Council/Policies-Library>

- Code of Conduct
- Gifts and Benefits Policy
- MidCoast Cultural Plan 2036