
KALAMUNDA ARTS ADVISORY COMMITTEE

Terms of Reference

AUGUST 2019

1. Name

The name of the Committee shall be the ***Kalamunda Arts Advisory Committee.***

2. Purpose

The purpose of the KAAC is to provide information and advice about current and emerging arts related matters to City of Kalamunda Council for the purpose of decision-making and planning.

The City of Kalamunda recognises that the Arts contribute to the overall well-being, liveability and economy of our community. Incorporating arts into planning and urban design provides an opportunity to deliver a cohesive vision and celebrate the City's rich heritage and contemporary Arts practise.

The Committee will provide advice on engagement with the Arts community and will also advise Council on matters regarding policy, strategic planning, integration and implementation of City initiatives.

The Committee will help identify much of the work required that will inform the development of recommendations to Council to enable informed decision-making.

3. Objectives

- a) Reference and maintain the Arts Vision for the City to provide a cohesive creative direction and appropriate themes for all planning and development initiatives that are in line with the City's Arts' Masterplan.
- b) Review City Master Plans and make recommendations that draw on the City's Arts Strategy and best contemporary practise.
- c) Review current initiatives, identify and advise on opportunities in the City's provision of arts activities and events.
- d) Provide advice to Council to guide the development and implementation of the City's Art Strategy Policies.
- e) Provide advice on forums and other opportunities for sharing and receiving information from the arts community.
- f) Provide advice that ensures community expectations and relevant policies are aligned to promote the Arts.
- g) Identify Arts related collaborations and strategies to maximise participation by the community and opportunities to create and engage with diverse Arts activities.

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- h) Ensure the effectiveness of the Committee's work and achievement of best value for the community is supported by strong ongoing communications between the Committee and the City.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.3 - To support the active participation of local communities.

5. Membership

5.1 Qualification to be a Member

Members must have knowledge, interest or have worked in the arts industry.

5.2 No. of Members

A total membership of up to 11 full members comprising: -

- i. One Elected Member.
- ii. Five members from the Arts Community practicing in Fine Arts.
- iii. Three members representing Community Art Groups.
- iv. Two members from Performing Arts.

5.3 Deputy Members

All Council members shall have an appointed Deputy who is to attend meetings in the absence of a member.

All other members may have a deputy delegate appointed if required.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

c) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

e) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

f) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

h) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. All recommendations made by the Committee will be reported to Council for consideration.
- xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.