

SOUTH GIPPSLAND SHIRE COUNCIL

South Gippsland Arts Advisory Committee Terms of Reference



South Gippsland
Shire Council

The Arts Advisory Committee (the Committee) is a reference group to advise South Gippsland Shire Council in relation to the implementation of the *Arts, Culture and Creative Industries Strategy 2022-2026*.

Scope and Limitations

The Committee is an advisory only role. Any advice or recommendations given to Management and/or Council are presented for consideration only.

Committee Composition and Role

The Committee is an exciting and dynamic think-tank of creative locals, whose purpose is to collaborate with South Gippsland Shire Council's Arts, Culture and Visitor Economy team and to contribute to the future planning and decision making in the arts, specifically in the delivery of the *Arts, Culture and Creative Industries Strategy 2022-2026*.

Members of the Committee represent the South Gippsland creative sector including visual arts, performance, music and literature, as well as from the creative industries, and arts management and governance.

The role of Committee members is to represent and advocate on behalf of the arts and cultural interests of the Shire as a whole.

The Committee is comprised of no more than 10 members, with a minimum of six members selected through an Expression of Interest process. Committee members are required to declare any conflicts when deemed appropriate.



Representatives from South Gippsland Shire Council's Arts, Culture and Visitor Economy team attend committee meetings to facilitate communication between the Committee and Council

Committee Responsibilities

- Have a thorough understanding of the *Arts, Culture and Creative Industries Strategy 2022-2026*.
- Support South Gippsland Shire Council in responsible and informed decision-making for the implementation of the *Arts, Culture and Creative Industries Strategy 2022-2026*.
- Formulate advice and/or feedback to South Gippsland Shire Council for consideration in future projects.

Term of Appointment

Members of the Arts Advisory Committee will be appointed for a two-year term. At the conclusion of the two-year period, members may apply to South Gippsland Shire Council to be appointed for an additional two-year term.

Meetings and Communications

The Arts Advisory Committee holds six meetings per calendar year. Members are required to attend at least four meetings in a 12 month period. Members are expected to actively prepare for meetings as required, and as agreed to by the Committee. The Committee may set additional meetings at the beginning of the calendar year, determined by the implementation plan for the Arts, Culture and Creative Industries Strategy.

Members are invited to participate and engage in out-of-session activities and responsibilities, according to their own availability.

Members of the Committee are expected to engage in clear and timely communications in regards to all Committee matters.

Members of the Committee are encouraged to contribute to agenda items.

Members of the Committee will nominate a chairperson to facilitate meeting process each calendar year.

In person meetings are preferred, but on-line options will be made available as required in consultation with the nominated Council Officer from the Arts, Culture and Visitor Economy team.

Meetings will be conducted after normal business hours at varying locations across the Shire.

A nominated Council Officer from the Arts, Culture and Visitor Economy team will provide secretariat support and act as a conduit of Committee communications to and from South Gippsland Shire Council

A report on Arts Advisory Committee activities will be presented to Council annually.



SOUTH GIPPSLAND SHIRE COUNCIL

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