



## King Island Arts & Culture Advisory Committee Terms of Reference

### Aim

To clearly establish the role and function of the King Island Arts & Culture Advisory Committee.

### Legislation

The King Island Arts & Culture Advisory Committee will operate as a Special Committee of Council, as defined in Section 24 of the **Local Government Act (TAS) 1993**.

### Membership

The King Island Arts & Culture Advisory Committee will be reflective of stakeholders and comprise representatives from:

- King Island Council (one elected member + Growth & Strategy Manager);
- King Island District High School;
- Produce of King Island market;
- Phoenix Community House;
- King Island Historical Society;
- Lions Club of King Island / Reekara Top Shop;
- King Island Cultural Centre;
- King Island Community Radio; and
- King Island Tourism Inc.

In addition to the organisations listed above, the Committee will include two Community Members, ideally being individuals with skills or interest in the arts, education, business, policy development, tourism, economic development and/or marketing on King Island. One off-Island arts professional who can demonstrate suitable experience within the Tasmanian arts sector will also be included in the membership of the Committee.

Committee members must have the appropriate skills and time to fulfil their role.

Administrative support for the Committee will be provided by Council's Cultural Development Officer.

Community Members and the off-Island arts professional will be appointed by the Council following a formal Expression of Interest (EOI) process for a three-year period. The Chair to be appointed by the Committee.

Failure to attend three (3) consecutive meetings without prior approval will result in termination of membership.

Should a vacancy occur, the Committee will consider recommending to Council that a new member be appointed. The decision on how to proceed will be the remit of Council.

The role, functions and membership of the Committee will be reviewed by Council every three years in advance of the call for EOIs for community and professional arts members.

## Meetings

The King Island Arts & Culture Advisory Committee will generally meet quarterly at a time and day agreed by the membership.

The Committee Chair shall preside at each meeting and in their absence those members present shall choose an alternate chair.

A quorum at a Committee meeting will be six eligible members.

The Committee may regulate its own proceedings.

Financial provision should be made for the off-Island arts professional to attend the meetings in person as far as possible, including return flights from mainland Tasmania and one night of accommodation on King Island for each quarterly meeting.

## Responsibilities

The King Island Arts & Culture Advisory Committee is to support Council in achieving the strategic, operational and business objectives as outlined in King Island Council's Strategic Plan.

The Committee is to provide advice to Council on the planning, development, promotion and accessibility of the arts. Council recognises the arts as an integral part of King Island's cultural life and an important contributor to individual and community mental health and wellbeing.

The specific responsibilities of the Committee will include, but not be limited to:

- Oversight of Council's Artist in Residence program
- Communication with the King Island Community around the arts and culture services and opportunities offered on King Island
- Promotion of King Island as a destination for those interested in or practising arts and cultural activities, in partnership with other organisations marketing King Island as a destination more broadly
- Identification of gaps in the arts and culture services and opportunities offered on King Island
- Recommendations on the role Council should play in addressing those gaps, if any

## Reporting requirements

Minutes of all formal meetings will be taken and will include the following:

- Attendance;
- Apologies;

- Declarations of interest; and
- A record of all recommendations made by Committee.

The minutes will be distributed to all members and provided to Council for inclusion in its monthly general meeting agenda.

Recommendations of the Committee that require Council approval, for example for commitment of funds or coordination of new activities, should be presented in the form of an agenda report for inclusion in Council's monthly general meeting agenda.

### Insurance

Committee Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies for activities within the scope of their duties as a member of the Advisory Committee. They are not covered for activities that they may get involved in, through their own initiatives, outside those defined by these terms of reference.

Community Members of the Committee are classified by Council as a volunteer and will be required to comply with Council's Volunteer Policy and Procedures when attending meetings or delivering agreed actions.

### Associated Documents

- King Island Council Strategic Plan
- C188 – Cultural Centre Policy
- C200 – Arts & Cultural Policy
- C201 – Public Art

Approved by Council at its meeting on 17 August 2021

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General Manager