

# Glenorchy Arts and Culture Reference Group

Terms of Reference: Core Reference Group

<b>Name of Core Reference Group</b>	Glenorchy Arts and Culture Reference Group
<b>Date of Formation</b>	
<b>Resolution Details</b>	TBC
<b>Strategic Reference</b>	<p><b>Community Plan - Making Lives Better</b></p> <p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>- Know our communities and what they value</li> <li>- Support our communities to pursue and achieve their goals</li> <li>- Facilitate and/or deliver services to our communities</li> </ul> <p><b>Community Strategy</b></p> <p><b>Priority outcomes</b></p> <ul style="list-style-type: none"> <li>- <u>Accessible, Inclusive and Diverse</u> - We are a welcoming, accessible and inclusive community caring for all</li> <li>- <u>Education and learning for life</u> - Promote creative expression and participation of and life-long learning as priorities for our communities</li> <li>- <u>Healthy</u> – We are a healthy, thriving, vibrant and strongly-connected community</li> </ul> <p><b>Arts and Culture Strategy</b></p> <ul style="list-style-type: none"> <li>- A community that contributes</li> <li>- A community that is stimulated</li> <li>- A community that is connected</li> <li>- A community that is always developing</li> </ul>
<b>Responsible Officer</b>	Coordinator Arts and Culture
<b>Reference Group Review Date</b> (if prior to next LG election)	<p>(Insert date – maximum of 4 years)</p> <p><b>NOTE: All core reference groups will be subject to Council review and possible amendment or cessation after the Local Government elections and Council mandated review of its strategic plans (s. 70E Local Government Act 1993).</b></p>

## 1.0 Principles

Core Reference Groups are committed to the following principles:

**Community:** Encouraging the development of a strong and inclusive community that advances access, equity, connections and participation in decision-making and shapes a better community for everyone.

**Creativity:** Encouraging diversity and creative expression in the community, nurturing innovation and always seeking opportunities for continuous improvement.

**Sustainability:** Ensuring that all decisions and future planning considers a balance of economic, environmental, cultural and social factors to enhance the quality of life in our local community.

**Community engagement:** Promoting ideas for actions, initiatives, events and programs that are authentic and fit the future vision and needs of our local Community.

## 2.0 Purpose

### 2.1 Purpose of Core Reference Group and Area of Focus<sup>1</sup>

To actively contribute to the development of arts and culture in Glenorchy as outlined in the Art and Culture and Community Strategy

### 2.2 Specific Terms of Reference <sup>2</sup> (objectives) as approved by Council

#### *Terms of reference 1*

##### **(a) To inform and provide insight and expertise**

- Council Arts and Culture program initiatives
- Policies and procedure
- Council initiatives and projects
- Council reports and plans

#### *Terms of reference 2*

##### **(b) To promote and champion**

#### *Terms of reference 3*

##### **(c) To support and facilitate engagement**

### 2.3 Extent of Authority

Unless otherwise explicitly stated in the Council resolution forming the Core Reference Group, the Group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.

<sup>1</sup> To be derived from the situation analysis and community assessment (profile of likely community stakeholders, assets and benefit)

<sup>2</sup> Detailed objectives to be addressed by this reference group

### 3.0 Membership

#### 3.1 Composition

Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels, Council website, print media and posters.

- Staff (Committee's Officer and other relevant roles - Chair, Convenor, minute taker, etc)
- 8-10 Core members (community, subject matter experts, representatives of key stakeholders, etc)
- Aldermanic representation (to enable Council to understand the views presented and provide insight into Council's strategic direction)
- Remaining persons

#### **Who has overall control of the Group to direct its outcomes?**

Coordinator Arts and Culture (Committee's Officer)

#### **Who has day to day management of the Group?**

Coordinator Arts and Culture (Committee's Officer)

#### **Are communications a key role of this group?**

No – invited as required.

#### 3.2 Current Members

Meg Keating, Matt Stolp, Kelly Eijdenberg, Josie Chapman, Aldermen Gaye Richardson and Aldermen Kelly Sims

Coordinator Arts and Culture – Chair

#### 3.3 Term of Appointment

Appointment will be invited for the term of the Council.

### 4.0 Meetings

#### 4.1 Frequency

4 meetings a year.

Extra meetings can be called if the need arises.

#### 4.2 Quorum (non-voting function)

A minimum number of 50% of core members are required for meetings to proceed to enable representative participation

### **4.3 Meeting Procedures**

- Meetings are conducted in accordance with GCC's Code of Conduct and also refer to 'What makes a good meeting' GCC guide.
- Meetings are to be held at an accessible room and space with the allowance for wheelchairs and hearing loops to be utilised.
- GCC's accessible meeting procedures are to be followed.
- Auslan interpreters are to be provided upon request.
- Meeting correspondence and documents are to be provided in alternate formats where possible and required.
- Meeting agendas and minutes must include apologies, confirm minutes of previous meeting and deal with each item of business separately.
- Agendas to the meeting are to be circulated to all members at least 3 days prior to the meeting.
- Items not on the Agenda may be brought up in general business.

### **4.4 Conflict Resolution**

- The Reference Group is not a decision-making group, however if a vote is required to seek the opinion of the group on a particular issue then the majority vote will be taken as the group's position. This may be done informally.
- While a collaborative approach to resolving issues and identifying opportunities of interest will always be preferred, overall responsibility for all decisions for Glenorchy City Council's adopted strategy and action plans strategy remains with the Council.
- It is acknowledged that parties will at times differ in their views and may agree to disagree. While every attempt will be made to reach common ground, this may not always be possible. In such cases, individual member views will be documented in the meeting notes subject to the approval of the relevant member(s).
- The member should feel comfortable to inform the Chair if they have any concerns.
- If the member does not feel comfortable expressing their concerns to the Chair, they should know their options for expressing their concerns.
- The member has the option to contact the Manager or Director, relevant to the officer's role, to express their concerns.

### **4.5 Minutes**

- Minutes of the meeting will be recorded by the Committee's Officer or a core member of the reference group.
- Minutes are required to be in a particular format as contained in Appendix 1.
- Draft minutes are to be circulated to all members within 10 working days of a meeting.
- Minutes, once adopted, will be placed on Council's website.

## 5.0 Reporting Requirements

### 5.1 Frequency of Reports

Meeting reports are written by the chair of the reference group and provided to:

- the Manager Community as requested
- the General Manager on an annual basis or as requested

### 5.2 Content of Reports

The report, at a minimum, is to provide:

A one-page report from the Chairperson of the Reference group summarising:

- attendance;
- the key outcomes of the year;
- any recommendations for the following year;
- an outline of how the outcomes have been communicated to internal stakeholders in the formulation of related strategies, frameworks and plans; and
- details of any budgetary requirements for the following financial year and reasons for each request.


## 6.0 Other Information

N/A

## 7.0 Version History

Version	Date	Adoption	Amendments Made
1.0	30 August 2021	Council Meeting	Council approval of Refence Group creation and TOR

## Appendix 1. Reference Group Minutes Template

(Name of group) <b>MINUTES OF MEETING</b> (DD Month YYYY)		 <b>GLENORCHY</b> CITY COUNCIL		
<b>Venue:</b>		<b>Time:</b>		

In attendance:	Present	Apology	Absent
Chairperson	✓		
Members			
Staff			

Item	Action
<b>1</b>	<b>Acknowledgement of Country</b>
<b>2</b>	<b>Minutes (approve / changes) and actions from previous meeting:</b>
<b>3</b>	<b>Correspondence:</b> 3.1 3.2 etc
<b>4</b>	<b>Business arising:</b>
<b>5</b>	<b>Update on projects:</b>
<b>6</b>	<b>Other Business:</b>
<b>7</b>	<b>Agenda items for next meeting:</b>
<b>Next Meeting:</b>	