



HORNSBY SHIRE ARTS & CULTURAL ADVISORY GROUP – DRAFT TERMS OF REFERENCE

1. Purpose

- To provide a formal mechanism for Council to consult with key stakeholders, including the Hornsby Art Society, seek specialist advice within the Shire and enable community members to participate in arts and cultural planning through the development of an Arts and Cultural Plan.

2. Objectives

The key role of the Advisory Group is to:

- Provide advice and recommendations on the implementation of the Arts and Cultural Plan/Strategy.
- Provide comment on relevant Council policies and strategies.
- Provide advice to Council on issues related to arts and culture across Hornsby Shire, to include but not exclusive to visual arts, performing arts, literature arts, accessible arts, Aboriginal arts, textile art, music, recycling and sustainability art, youth art, emerging technologies, senior's art and overarching events.
- Identify community needs and priorities in relation to local arts and culture
- Help develop a strong profile for arts and culture across Hornsby Shire
- Provide advice and input into the delivery of Council's Community & Cultural Facilities Strategic Plan.

3. Membership

The Advisory Group shall comprise of up to twelve (12) members, to include but not be exclusive to

- Four (4) Councillors
- One representative of the visual arts (the Hornsby Art Society)
- One representative of the performing arts.
- One representative of the literary arts.
- One representative of CALD arts related community
- One representative of Aboriginal arts
- One representative of Accessible arts (Studio Artes).
- Two unattached community members
- Council may at any time issue an invitation to other relevant stakeholders to attend a meeting of the Committee

4. Chairperson

The Advisory Group shall be chaired by the General Manager or their delegate.

5. Selection Criteria

- Members will be appointed for a fixed term as set by Council and may be eligible for re-appointment.
- Members must demonstrate a strong link to Hornsby Shire, such as be a resident, own a property or business, work, or study in the Shire.
- Membership shall consist of a reasonable representation from across art forms and interests relevant to the Shire's community and within the brief of the Advisory Group.
- Council will make appointment of Councillor and community representatives as determined.

6. Attendance

- Meeting arrangements will be set by Council (plus working group meetings as required).
- Members who are absent from three (3) consecutive meetings without an apology, will automatically cease to be a member of the Advisory Group.
- Members who are absent from three (3) consecutive meetings with an apology will be sent a letter/email seeking clarification as to whether or not they still wish to continue to be a member of the Advisory Group. If no response is received by the following meeting they will be asked to stand down and a new nomination will be asked for.

7. Frequency of meetings

- The Advisory Group will meet at least once per quarter and further as deemed necessary by the Chair.
- Depending on need, working parties may be established to address specific issues. The working party will meet and report to the full Advisory Group.

8. Quorum

- The quorum for the Advisory Group shall be seven (7), and of these one shall be a Councillor.

9. Administrative Support

- All administrative support required by the Advisory Group shall be provided by Council staff, including but not limited to, the coordination and circulation of agendas and minutes, and the coordination of meeting times and venues.

10. Dissolution

- The Advisory Group will be dissolved when Council formally adopts the Arts and Cultural Plan.



11. Tenure

- Community members of the Advisory Group shall be appointed for a period of up to two (2) years, or earlier if the Advisory Group is dissolved.

12. Code of Conduct

- All members of the Committee must acknowledge and abide by their responsibilities under Hornsby Council's Code of Conduct.
- All conflict of interests must be declared and recorded in the minutes, and if necessary, the parties involved will be asked to leave the room while the matter is discussed.

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