

Tamworth Region Arts Advisory Committee (TRAAC)

TERMS OF REFERENCE

1. Name of Committee

Tamworth Region Arts Advisory Committee and more informally known as TRAAC.

2. Purpose

The broad purpose and aim of the Tamworth Region Arts Advisory Committee (TRAAC) is to provide strategic advice to the Council in relation to 'Arts' matters within the region and make recommendations regarding priority areas for development and or support. TRAAC recognizes and encourages diversity across the Tamworth Regional Council area.

3. Objectives/Roles/Expectation

The Committee will provide:-

- (i) Advice on and monitoring of the implementation of arts actions in the Tamworth Region Cultural Plan
- (ii) Provision of expert advice and ideas to Council on ways to support local professional arts practice as an important component of the region's economy, liveability, sustainability and growth;
- (iii) Advice on and assistance to Council in enhancing community participation and consultation in the development and evaluation of Council's arts events, public art and place making projects;
- (iv) Advice and leadership in the development of strategic initiatives involving specific performing and visual arts projects identified in the current and future cultural planning documents of Tamworth Regional Council;
- (v) Advice and participation in the development of significant cultural precincts in the Tamworth Region; and
- (vi) Promotion and engagement across the broader region, and on a state, national and international level.

Committee members are encouraged to act as arts champions within the region, particularly in the event of Tamworth Regional Council facilitated forums which aim to provide opportunity for consultation and engagement with representatives of the arts and other community groups. Committee members, as arts champions, should encourage arts and cultural groups to come together to share knowledge and information about issues such as events management, promotion and publicity, audience development and access to the arts.

4. Composition/Membership

4.1 The TRAAC will have the following core membership:-

Tamworth Regional Council:-

- no more than three (3) Councillors;
- Executive Manager – Creative Communities & Experiences;
- Director - Art Gallery and Museums;

- Other Council staff (with an operational responsibility to arts and cultural activity) as required;
- ✓ up to six (6) community members;
- ✓ one (1) Arts North West representative.

Representation is also encouraged from arts practitioners from within hard-to-reach communities.

4.2 Community membership will be appointed through an Expression of Interest (EOI) process on a biennial basis. Community members will be selected for the skills and experience they bring to the Committee. A panel made up of:-

- ✓ two (2) Councillors;
- ✓ Executive Manager – Creative Communities & Experiences;
- ✓ Director Art Gallery and Museums

will make recommendations for appointment and refer these to an Ordinary Meeting of Council for consideration and adoption.

5. Operations of the Committee

5.1 Chairperson:

The TRAAC will be chaired by an elected Councillor of Tamworth Regional Council to be determined at the first TRAAC meeting following the appointment of the new term of Council.

5.2 Quorum

A quorum shall be a minimum of three (3) community members plus one (1) Councillor.

5.3 Frequency of Meetings

TRAAC will meet quarterly for a scheduled two (2) hour meeting. If a meeting is cancelled due to a lack of quorum, the agenda items will be carried over to the next scheduled meeting.

Joint meetings with the Tamworth Region Inclusive Culture Advisory Committee (TRICAC) may occur from time to time.

5.4 Attendance at Meetings

Attendance at meetings is expected from all Members. During a period of twelve (12) months, an unexcused absence of more than three (3) occasions may be deemed a reason for dismissal unless reasonable explanation is provided.

5.5 Notice of Meetings

Business Support will email the TRAAC members annual dates for all meetings for the calendar year. They will also send out a reminder two (2) weeks prior to the scheduled meeting date. The notice can be provided by telephone, email, SMS or post.

5.6 Agenda Items

Agenda items for the next meeting are to be received within ten (10) days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to members with the Notice of Meeting. Items outside of the Agenda can be raised during 'General Business'.

5.7 Meeting Venue

Council shall provide facilities for the conduct of the meetings of the Committee.

5.8 Business Support

Council shall provide administrative support to the Committee, and professional advice/input where required. Business Support will collate the minutes of each meeting and circulate within a timely manner. Minutes of the previous meeting must be confirmed at the next meeting of the Committee.

6. Authority

The Committee will be authorised to co-opt members on the basis of their relevant expertise to assist with specialist knowledge and support of the committee.

7. Relationship to Tamworth Region Inclusive Culture Advisory Committee (TRICAC)

The TRAAC Committee will continue to work on the implementation of the Cultural Plan, in particular, cultural infrastructure and the implementation of 'The Arts'.

TRICAC's primary focus is to foster inclusive attitudes and activities that celebrate cultural diversity in the region.

8. Reporting Requirements/Council Support

The Committee will have no delegated authority from the Council to make decisions binding the Council and will submit reports, with recommendations, as required, to the Council under the Management Accountability of the Executive Manager, Creative Communities & Experiences.

9. Media

The Chairperson, the Executive Manager, Creative Communities & Experiences. and Director Art Gallery and Museums are authorised to represent and speak on behalf of the Group in any media discussions.

10. Confidentiality

Confidentiality is to be maintained by all members of TRAAC, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are printed, or as agreed for release to the media.

11. Review Period

The Terms of Reference is to be reviewed at least once in each four (4) year period.