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# TERMS OF REFERENCE PARANAPLE ARTS CENTRE SPECIAL ADVISORY COMMITTEE

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## TERMS OF REFERENCE AND OPERATING GUIDELINES

**NAME**

paranaple arts centre Special Advisory Committee

**CATEGORY**

Advisory Committee

**PURPOSE**

To clearly establish the role and function of the paranaple arts centre Special Advisory Committee.

The paranaple arts centre Special Advisory Committee is to support Council achieve the strategic, operational and business objectives as outlined in the Devonport City Council's Strategic Plan.

The Committee is to provide advice to Council on the planning, development promotion and accessibility of the arts, as an integral part of Devonport's cultural life, including public art.

The Committee will actively support the Devonport Regional Gallery's acquisitions program in order to see the Gallery's collection gain in strength and national standing. In addition, the Committee will support the maintenance of the paranaple arts centre as a leading cultural facility and work to sustain its future viability.

To achieve its aims, the Committee will establish and administer four sub-committees:

- Visual Arts Programming Sub-committee
- Performing Arts Programming Sub-committee
- Acquisitions Sub-committee
- Public Art Sub-committee

**FUNCTION**

The Advisory Committee will:

- Support Council staff achieve the strategic, operational and business objectives of the Devonport City Council Strategic and Corporate plans;
- Provide advice to Council on the strategic direction for the paranaple arts centre incorporating the Devonport Regional Gallery;
- Provide advice on arts and culture related policy development;
- Act as ambassadors for the paranaple arts centre, actively advocating on behalf of and promoting the centre's initiatives;
- Raise awareness and engage the regional community in the centre's activities and programs;
- Support efforts to attract funding and other resources in accordance with identified needs and strategic direction;
- Provide opportunity for fundraising.

### **Visual Arts Programming Sub-committee**

- Provide support and advice in the development of visual arts programming.

### **Performing Arts Programming Sub-committee**

- Provide support and advice in the development of performing arts programming.

### **Acquisition Sub-committee**

- Consider and endorse recommendations for the acquisition of art works.

### **Public Art Sub-committee**

- Assist in the selection and commissioning of new public artworks and the deaccession of existing works in accordance with the Public Art Policy;
- Manage the assessment of public art proposals against established guidelines including recommending the composition of public art assessment panels;
- Provide input into ways in which public art can be incorporated into the design of the City's infrastructure.

### **MEMBERSHIP**

The parnanple arts centre Special Advisory Committee will be representative of stakeholders and include up to:

- Two (2) Councillors;
- Convention and Arts Centre Director (or Nominee);
- Four (4) members as recognised of the arts sector, and;
- Four (4) community member representatives.

#### **Ex-Officio**

- President Friends of the Devonport Regional Gallery (or Nominee);
- Representative of the Droogs – Devonport Regional Gallery Young Members.

The Committee will be responsible for the formation and membership of the sub-committees and staff will be available on an as needs basis to achieve the function of the Committee and sub-committees.

Arts sector representatives will be required to demonstrate suitable experience within the Tasmania arts sector.

Community Members will ideally include individuals with skills or interest in the arts, education, business, policy development, tourism, economic development and/or marketing within the Devonport municipal area.

Members will be appointed by the Council following a formal expression of interest process for a two-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 Council will consider appointing a new member.

The role, functions and membership of the Committee will be biennially reviewed by Council.

### **WORKING WITH CHILDREN (if relevant)**

All Committee members are to have a valid registration to work with children to comply with the Registration for Working with Vulnerable People Act 2013.

## **MEETING FREQUENCY AND MEETING PLACE**

The paranple arts centre Special Advisory Committee will generally meet bi-monthly. Meetings will generally be from 3.30pm to 5:00pm at paranple arts centre, Devonport, unless otherwise determined by the Committee.

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

The Committee may regulate its own proceedings.

The minutes will include the following:

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

The minutes will be distributed to all members

## **REPORTING REQUIREMENTS TO COUNCIL**

Minutes and/or action list of the paranple arts centre Special Advisory Committee meetings will usually be listed on the Governance, Finance and Community Service Section 23 Committee for consideration.

## **DELEGATIONS**

Committee Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they act within the scope of their duties as a member of the Advisory Committee.

Community members not associated with an organisation/corporate entity 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.

As a volunteer, individuals will be automatically covered under Council's Public Liability and indemnity polices, providing they are attending meetings or delivering agreed actions.

Advisory Committee members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.

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

## **RESPONSIBILITY**

### **Responsible Manager**

Conference and Arts Centre Director

### **Document Controller**

Administration Officer, paranple arts centre

## **AUTHORISATION**

### **Adoption of Terms of Reference**

N/A

### **Review of Terms of Reference**

N/A

## **DEFINITIONS**

To assist in the interpretation the following definitions shall apply:

“**Committee**” shall mean parnaple arts centre advisory committee

“**Council**” shall mean Devonport City Council

“**Gallery**” shall mean Devonport Regional Gallery