

Arts, Culture and Heritage Advisory Committee Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides the framework that South Burnett Regional Council ('Council') to institute the setup of an Arts, Culture and Heritage Advisory Committee ('Committee') to support regional arts, culture, and heritage activity in the South Burnett region ('region') as a facilitator.

2. SCOPE

This policy applies to all members of the Committee.

The objectives of this policy are to:

- provide leadership to the sectors through advocacy, promotion and development / maintenance of Council's arts, cultural and heritage assets;
- identify and respond to community needs through strategic planning;
- assist with local coordination of art culture and heritage activities;
- assist in the stimulation of the arts, culture, and heritage-based enterprises;
- encourage collaboration across sectors;
- manage and display Council's art and heritage collections across its facilities; and
- assess Regional Arts Development Fund ('RADF') applications in accordance with Council's Community Grants Program Policy.

3. GENERAL INFORMATION

3.1. Duties and Responsibilities

Council's primary role in supporting the arts, culture and heritage activity in the region is as a facilitator.

3.2. Membership

Two (2) Councillors will be appointed to the Committee, one (1) who will perform the role of Chairperson and one (1) who will perform the role of Deputy Chairperson. Council can at any time appoint a stand-in or replacement member to the Committee.

- a maximum of six (6) representatives from service providers / agencies or organisations who have expertise and experience in the provision of arts, cultural and heritage in the region;

- a maximum of two (2) community representatives with an interest in the provision of arts, culture, and heritage in the region. Representation may also be considered cross industry representation such as tourism, infrastructure, economic development, natural resource management and sport and recreation;
- membership selection to include consideration of arts and culture sectors and ensure diversity and geographical spread.

Council's Chief Executive Officer ('CEO') and General Manager Liveability are appointed to the Committee as ex-officio members. Council's Community Development branch may be invited to provide advice and feedback to the Committee as appropriate and at the discretion of the CEO.

Committee members will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Committee members may be nominated at the end of the two-year term to extend their appointment, however no Committee member may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

Council can at any time appoint a proxy or replacement members to the Committee.

Committee members acknowledge a commitment to participation on the Committee and must actively engage in the proceedings and business including attending meetings and responding to requests for comment.

3.3. Meetings

- the chairperson may determine the dates, times, and places for the Committee's meetings;
- the Committee meetings will be held quarterly on rotation with the meeting minutes and recommendations reported to Council at the Ordinary meeting.
- based on current priorities, grant funding opportunities or alike, the Committee may meet more regularly depending on current priorities and demand, and will meet at a minimum of four (4) times a year;
- the agenda will be prepared and circulated among Committee members and attendees at least five (5) days prior to the meeting;
- the Committee may collectively decide to invite other Council officers, elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary;
- a quorum shall consist of at least half of the members of the Committee plus one (1);
- Council shall provide secretarial functions and prepare a written report about the recommendations the Committee may make representation to Council about;
- the CEO shall present the report to Council at the next available Ordinary meeting;
- Council may nominate agenda items for the Committee meeting's agenda, and may specifically request feedback or stakeholder input from the Committee with regards to a specific topic or matter; and
- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the Committee members.

3.4. Ethical Conduct

Committee members must exercise transparency, integrity, honesty, objectivity, and ethical conduct in the fulfilment of their duties and responsibilities. Committee members must ensure confidentiality, exercise prudence, care, and due diligence in the handling of Council and personal information acquired in the course of their duties.

Committee members must immediately declare to the chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the chairperson, declaration to the CEO is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of

each Committee meeting and be updated as necessary.

3.5. Committee Evaluations

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

4. DEFINITIONS

Council means South Burnett Regional Council.

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic 009

South Burnett Regional Council Community Grants Program Policy – Strategic005

South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory 017

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory 033

South Burnett Regional Council Employee Code of Conduct Policy – Statutory 011


South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory 021

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development and Adoption	24 March 2021	2787778
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2787778
3	Review of policy	14 December 2022	2787778
4	Review of policy	15 May 2024	2787778



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CHIEF EXECUTIVE OFFICER

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