PUBLIC ARTS & CULTURE ADVISORY COMMITTEE

TERMS OF REFERENCE

Port Pirie Regional Council

PUBLIC ARTS & CULTURE ADVISORY COMMITTEE	
Adopted	21 December 2022
Minutes Reference	OM449/22
Amended	22 March 2023
Minutes Reference	OM106/23
Next Review Date	2026

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1. ESTABLISHMENT

1.1. The Council has established the **PUBLIC ARTS & CULTURE ADVISORY COMMITTEE** (referred to in these Terms of Reference as "the Committee") pursuant to Section 41 of the *Local Government Act* 1999 ("the Act").

1.2. The Committee will be known as the **PUBLIC ARTS & CULTURE ADVISORY COMMITTEE (PACAC)**.

1.3. The Committee is not considered a Standing Committee of Council.

1.4. The Committee may be wound up at any time by resolution of the Council.

1.5. These Terms of Reference were adopted by Council on 21 December 2022 and amended on 22 March 2023.

2. OBJECTIVES

2.1. The Committee is established to fulfil the following functions:

2.1.1 Encourage the inclusion of diverse Art and Culture aspects in Council projects.

2.1.2 Provide advice on matters related to Public Art and Culture.

2.1.3 Advocate for an integrated planning and design approach.

2.1.4 Public Art and Culture promotion, consultation and engagement with the community.

2.1.5 Advise Council on a sustainable permanent and temporary art collection.

3. DELEGATIONS

The Council has not delegated any of its powers to the Committee. All decisions of the Committee constitute recommendations to the Council.

4. MEMBERSHIP

4.1. The Committee will comprise **six (6) members** as follows:

4.1.1 four (4) Elected Member(s) appointed by the Council; and

4.1.2 two (2) independent members of the community with appropriate skills appointed by the Council.

4.2. The Principal Member of Council is appointed as ex-officio member unless the Principal Member is appointed by Council as a member pursuant to clause 4.1.

4.3. The current members of the Committee are listed at Schedule 1 to these Terms of Reference.

3. MEMBERSHIP (Cont'd)

4.4. Subject to clause 1.4 of these Terms of Reference, membership of the Committee is for the current term of the Council unless a member resigns or is otherwise incapable of continuing as a member or is removed from office by the Council.

4.5. The Committee may, by a vote supported by at least three (3) members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.

4.6. Members of the Committee are eligible for re-appointment at the expiration of their term of office.

4.7. The Committee may be re-established by the Council after each Council periodic election.

5. PRESIDING MEMBER

5.1. The Council will appoint the Presiding Member (to be known as the Chairperson) of the Committee, unless the Council authorises the Committee to appoint the Presiding Member from within its members.

5.2. The Council authorises the Committee to determine if there will be a Deputy Presiding Member (to be known as the Deputy Chairperson) of the Committee and, if so, authorises, the Committee to make the appointment to that position for a term determined by the Committee.

5.3. If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.

5.4. The role of the Presiding Member includes:

5.4.1 Overseeing and facilitating the conduct of meetings in accordance with the *Local Government Act* and *the Local Government (Procedures at Meetings) Regulations* 2013.

5.4.2 Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner.

5.4.3 Where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

6. OPERATIONAL MATTERS

6.1. For the purposes of s41(8) of the Act, the Council's reporting and other accountability requirements are satisfied by the delivery of a copy of the minutes of each meeting of the Committee to each Elected Member of the Council and the inclusion of those minutes in the agenda papers for the next ordinary meeting of the Council.

6.2. The Committee shall meet at least quarterly on such dates and at such times as the Committee determines.

6.3. The administration of the Committee is the responsibility of the Chief Executive Officer who has directed that for this Committee administration responsibilities rest with the Director Corporate & Community.

6.4. The Presiding Member in consultation with the Director is authorised to invite non-voting guests to attend meetings of the Committee, where in the opinion of the Presiding Member that guest can inform the Committee on a matter for consideration at a meeting of the Committee.

7. PUBLIC ACCESS TO MEETINGS

7.1. The Committee shall meet at the Offices of the Council located at 115 Ellen Street, Port Pirie.

7.2. Members of the public are able to attend all meetings of the Committee, except in special circumstances whereby a resolution of the Committee exclude members of the public under the provisions of Section 90 of the Act.

8. MEETING PROCEDURE

8.1 The meeting procedures will be in accordance with the *Local Government Act 1999, Local Government (Procedures at Meetings) Regulations 2013*, Council's Code of Practice for Meeting Procedures and Code of Practice for Access to Council & Committee Meetings & Documents. Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

8.2 The format of the agenda for all meetings of the Committee is as set out at Schedule 2 to these Terms of Reference.

SCHEDULE 1

COMMITTEE MEMBERSHIP

CHAIRPERSON

Deputy Mayor Cr Kendall Jackson

OTHER MEMBERS

Cr Ali Gulin

Cr Michael Hopgood

Cr Jade Joyce

Mayor Leon Stephens (Ex-Officio)

Deb Tregilgas, Community Representative

Mark Zed, Community Representative

SCHEDULE 2

AGENDA FORMAT

Acknowledgement of Country

1. Present
2. Apologies
3. Confirmation of Minutes (last meeting)
4. Business Arising from Minutes
5. Declarations of Interests
7. Reports
9. Next Meeting
10. Closure