



Arts, Culture and Heritage Community  
Reference Group  
Terms of Reference

# Arts, Culture and Heritage Community Reference Group Terms of Reference

## 1.0 Members

<b>Chairperson</b>	Councillor of the Shire of Broome
<b>Secretariat</b>	Shire of Broome
<b>Deputy Chairperson</b>	Shire Councillor
<b>Representative from Kimberley Arts Network</b>	One (1) Member
<b>Representative from Theatre Kimberley</b>	One (1) Member
<b>Representative of the Magabala Books</b>	One (1) Member
<b>Representative from Shinju Matsuri</b>	One (1) Member
<b>Representative from Marrugeku</b>	One (1) Member
<b>Representative from Goolarri Media</b>	One (1) Member
<b>Representative from Nagula Jarndu</b>	One (1) Member
<b>Representative from Broome Historical Society</b>	One (1) Member
<b>Community Representatives</b>	Three (3) Member
<b>Proxies</b>	Each member may delegate a proxy to attend in their place providing it is done in writing to the Chairperson prior to the meeting.
<b>Meeting Schedule</b>	As required
<b>Meeting Location</b>	Shire of Broome Administration Building
<b>Quorum</b>	Five members (including one Shire of Broome Councillor)
<b>Delegated Authority</b>	Nil

## 2.0 Name

The name of the group is **Arts, Culture and Heritage Community Reference Group**.

## 3.0 District / Control Area

Local Government boundaries of the Shire of Broome.

## 4.0 Vision / Purpose

The purpose of the Arts, Culture and Heritage Community Reference Group is as follows:

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- Provide input and feedback into the development of the Arts, Culture and Heritage Strategy
- Ensure the community and key stakeholders are appropriately engaged in the development of the Arts, Culture and Heritage Strategy
- Act as a conduit between the Shire of Broome, Council and the community

## **5.0 Establishment**

Expressions of Interest process will commence pending Council endorsement at the OMC 28 October 2021.

## **6.0 Membership**

Council will appoint members to the Group in accordance with the terms of reference.

Staff will be invited to participate in the Group by the Chief Executive Officer as required.

Council will appoint one elected member as a delegate and one elected member as a deputy to the Group.

## **7.0 Delegated Authority**

The Group has no delegated authority.

## **8. Committee**

### **8.1 Chairperson**

A Councillor of the Shire of Broome will be the Chairperson. The role of Chairperson is to be vacated following biannual Council elections in October and reappointed by Council.

### **8.2 Secretariat**

This role is to be fulfilled by Shire Officers.

### **8.3 Standing Ex-Officio Members**

Chief Executive Officer, Manager Community Engagement and Projects or their delegate. Members of the Project Working Group will also be invited to attend the meetings as required.

## **9.0 Meetings**

### **9.1 Group Meetings**

The Chairperson will call meetings as required.

### **9.2 Quorum**

Quorum shall be five (5) members including one Shire of Broome Councillor.

### **9.3 Voting**

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

## **9.4 Minutes of Meetings**

The person presiding is to ensure that Notes of the Meeting are kept of the meetings proceedings.

The Meeting Minutes may be confirmed by a majority of members at the following meeting. Minutes of the meeting are to be submitted for inclusion in the Councillor Information Bulletin.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the next OMC or the earliest available Council meeting if it is not possible to present the Minutes to the next OMC.

## **9.5 Members Interests to be Disclosed**

Members are required to disclose their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.71 with respect to disclosure of financial, indirect financial, or proximity interests.

Declarations under Section 5.65 – 5.71 require members to be excluded from participation in the discussions subject to the declaration.

Impartiality interests means:

- (a) means an interest that could, or could reasonable be perceived to, adversely affect the impartiality of the persons having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

A member who has an impartiality interest in any matter to be discussed at a meeting must disclose the nature of the interest to the Presiding Member in writing prior to the meeting or at the meeting immediately before the matter is discussed.

## **[Local Government Act 1995](#)**