



Terms of Reference
Arts and Culture Community Reference Group

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1.0 Members

Chairperson	Councillor of the Shire of Broome
Secretariat	Shire of Broome
Deputy Chairperson	Councillor of the Shire of Broome
Representative from Kimberley Arts Network	One (1) Member
Representative from Theatre Kimberley	One (1) Member
Representative of the Magabala Books	One (1) Member
Representative from Shinju Matsuri	One (1) Member
Representative from Marrugeku	One (1) Member
Representative from Goolarri Media	One (1) Member
Representative from Nagula Jarndu	One (1) Member
Representative from Broome Historical Society	One (1) Member
Representative from Nyamba Buru Yawuru	One (1) Member
Representative from Regional Arts WA	One (1) Member
Representative from North Regional TAFE	One (1) Member
Community Representatives	Three (3) Member
Proxies	Each member may delegate a proxy to attend in their place providing it is done in writing to the Secretariat prior to the meeting.
Meeting Schedule	Minimum every 6 months or as required.
Meeting Location	Shire of Broome Administration Building
Quorum	Five members (including one Shire of Broome Councillor)
Delegated Authority	Nil

2.0 Name

The name of the group is **Arts and Culture 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 and Culture Community Reference Group is as follows:

- Oversee the implementation of the Shire of Broome Arts and Culture Strategy and Action Plan (2023 – 2028) by receiving updates and providing feedback.
- Work in a collaborative manner with a common goal of ensuring the delivery of Arts and Culture initiatives
- Act as a conduit between the Shire of Broome, Council and the community

5.0 Establishment

Last reviewed 24 October 2023.

6.0 Membership

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

Community representative membership is to be renewed biennially through an EOI process.

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 biennial 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.

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