



Terms of Reference

Arts and Culture Reference Group

Arts and Culture Reference Group

Terms of Reference

1.0 Members

Chairperson	Councillor of the Shire of Broome
Secretariat	Manager Community Engagement and Projects
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 North Regional TAFE	One (1) Member
Representative from Broome CIRCLE	One (1) Member
Community Representatives	Minimum of Three (3) Members
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	Two Meetings held annually.
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 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 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 20 November 2025.

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 Director of Development and

Community 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, Director of Development and Community, Manager of Community Engagement and Projects, or their delegate.

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 Agendas and Minutes of Meetings

The Secretariat is responsible for preparing the Agenda and Minutes using the InfoCouncil system.

The Agenda will be provided via the Outlook calendar invitation at least two working days prior to the scheduled meeting.

The person presiding is responsible for ensuring that Notes of the Meeting accurately reflect the proceedings.

Draft Meeting Minutes will be distributed:

1. By email to the working group distribution list within five days of the meeting;
2. In the next monthly Councillor Information Bulletin (CIB) following the meeting; and
3. Attached to the Outlook invitation for the next scheduled meeting.

Meeting Minutes will be confirmed by a majority of members at the following meeting.

If draft minutes include changes beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations requiring Council action arising from the Minutes will be presented at the next Ordinary Meeting of Council (OMC) or, if not possible, at the earliest available Council meeting.

The Meeting Minutes will be a reflection of the Arts and Culture Strategy progress update provided at the meeting and may be confirmed by members present at the following meeting.

Once Meeting Minutes Notes have been confirmed by members, they 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.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement & Projects			Owner Business Unit:	Development and Community		
Reviewer:	Manager Community Engagement & Projects			Decision Maker:	Council		
Compliance Requirements:							
Legislation:		Local Government Act 1995					
Industry:							
Organisational:							
Document Management:							
Risk Rating:		Low	Review Frequency:	Biennial	Next Due:	9/2027	Records Ref:
Version #	Decision Reference:		Synopsis:				
1.	24 October 2023		Reactivation and adoption of TOR's				
2.	20 November 2025		Changes made to document. Minute No C/1125/029.				