

## **TERMS OF REFERENCE**

### **SHIRE OF NORTHAM ART ADVISORY COMMITTEE**

#### **1. Objectives of the Shire of Northam Art Advisory Committee**

The primary objective of the Shire of Northam Art Advisory Committee is to make recommendations to Council on all matters pertaining to art within the Shire of Northam's control.

#### **2. Powers of the Shire of Northam Art Advisory Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

#### **3. Membership**

The committee shall consist of elected members, designated Shire of Northam employees and community members as follows:

- Three (3) Elected Members;
- One (1) Representative from Avon Valley Art Society (AVAS)
- Up to three (3) community representatives (to be invited by way of public advertisement).

##### Non-Voting Members

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services

All members have full voting rights.

#### **4. Meetings**

The committee shall meet as and when required.

Additional meetings shall be convened at the discretion of the presiding member.

## **5. Reporting**

Minutes and recommendations of each committee meeting shall be presented to the next Ordinary Meeting of the Council.

## **6. Duties and Responsibilities**

The duties and responsibilities of the Committee will be to make recommendations to Council in regard to:

- Care of art;
- The display of art;
- The acquisition and/or disposal of works from the Shire's art;
- Policy relating to the future direction of art.

## **7. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11.

## **8. Committee**

### **8.1 Chairperson**

The members shall appoint the Chairperson.

### **8.2 Secretary**

As appointed by the Executive Manager Community Services.

### **8.3 Quorum**

The quorum at any meeting shall be half plus one of the number of officers. Therefore the number for a Quorum shall be four (4) voting members.

### **8.4 Voting**

Shall be in accordance with the Local Government Act, Section 5.21

### **8.5 Minutes**

Shall be in accordance with the Local Government Act, Section 5.22.

### **8.6 Who Acts If No Presiding Member**

Shall be in accordance with the Local Government Act, Section 5.14.

### **8.7 Meetings**

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

### **8.8 Members Interests to be Disclosed**

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

### **8.9 Code of Conduct**

Members of the committee are bound by Council's Code of Conduct.