

CHARTER

Quilpie Shire Arts and Culture Advisory Committee



Purpose

The Quilpie Shire Council Art and Cultural Plan was developed in 2015 and formally adopted by Council in February 2016. The Quilpie Shire Arts and Cultural Advisory Committee (Quilpie Shire ACAC) has been established to facilitate community ownership of the plan and to provide advice and recommendations to Council in relation to ongoing implementation of the plan.

Membership

The Committee will be chaired initially by Cr Roger Volz with Council's Chief Executive Officer, or his delegate, as secretariat. The Quilpie Shire ACAC will also be comprised of interested community members with a focus on representation of all areas of the shire and the following groups:

- Seniors
- Youth
- Multicultural
- Indigenous
- Arts and Culture
- Economic Development /Business

Selection Criteria:

Successful applicants will display an active, focused interest in the arts, cultural and heritage sectors.

Applicants will be evaluated according to the following criteria:

- Individuals exhibiting both a strong interest in the arts and cultural fabric of Quilpie Shire as well as an ability and a willingness to work collaboratively with others;
- Individuals contributing to a committee that is made up of a range of geographic communities and communities of interest;
- Individuals representing the broader arts or cultural community through active participation in relevant organisations.

Quilpie Shire Council will make a determination on final approval of nominations based on applications received.

Officers:

The Chair will have the following responsibilities:

- Guide the discussion and facilitate meetings.
- Encourage participation by Quilpie Shire ACAC members.
- Work with the Chief Executive Officer in preparing meeting agendas and supporting materials.
- Act as spokesperson for the Group.

The Secretariat will be responsible for all administrative processes associated with the committee.

Role and responsibilities

The Quilpie Shire ACAC will serve as an advisory body that will make recommendations to Council. The Quilpie Shire ACAC's mandate will focus on:

- Reviewing the Arts and Cultural Plan;
- Summarising and prioritising activities within the plan;
- Liaising with other community members and stakeholders and promoting the work of the committee; and
- Formulating implementation strategies.

Powers

Advisory committees provide advice and recommendations to Council. As such they have no decision making authority and must respect and abide by any subsequent decision of Council. In some instances, recommendations about future expenditure of funds may be made, but any such recommendation must be in accordance with approved operational plans and budget allocations.

Decision making

Quorum shall consist of not less than 50% +1 of the voting members. Decisions shall be made by consensus where possible or by majority vote.

Decisions require a mover and seconder prior to a vote being taken.

Processes

Meetings:

Meetings will be held on a quarterly basis (or at a frequency that is necessary to conduct the business of the committee). A regular meeting schedule will be determined at the first meeting.

Minutes of the meetings (including recommendations) will be recorded and presented to Council for consideration.

Meetings of the Committee are open to interested elected members. Any elected member who is not a member of the advisory committee shall not be entitled to a vote on a decision at a meeting of the committee.

Resources:

Council will provide staff resources for all meetings as follows:

- Coordination and arrangement of meeting time, and venue.
- Circulation of meeting agendas and minutes.
- Preparation & distribution of materials.
- Reporting ongoing project information and status updates.
- Presentation of planning material as required.
- Coordination and communication between the Quilpie Shire ACAC, Council and other relevant staff / consultants / stakeholders as required.

Review

The QSACAC membership, charter and mandate will be reviewed on an annual basis or as otherwise required.