



Arts Development & Events Advisory Group Terms of Reference

1. Establishment

The Arts Development & Events (formally Arts & Culture) Advisory Group was established by the City of Karratha on 20 November 2017 (Resolution No. 153939).

2. Scope

The overall aim of the Arts Development & Events Advisory Group (ADEAG) is to provide Member input and Officer feedback on the nature and range of programs, events, activities and infrastructure to optimise community capacity, exposure to and participation in all forms of arts and culture in the City.

3. Objectives

The role of the Arts Development & Events Advisory Group is to:

- a) To assist and advise Council regarding key issues relating to arts and culture;
- b) Provide input related to the formulation of relevant policy including an Arts and Cultural framework for the City that encompasses:
 - Public art and multi-art forms;
 - Performing arts;
 - Cinema, moving image and digital media;
 - Festivals, events and celebrations;
 - Exhibitions and galleries;
 - Museums and historical displays;
 - Residency programs;
 - Cultural influences – Aboriginal and Torres Strait Islander culture, multicultural, etc.
- c) Provide input in the evaluation of public art and other commissions; Provide input on the City's Annual Calendar of arts and cultural activities;
- d) Provide input on the mix and genre of events and shows to be presented to the community;
- e) Development of patronage and participation in arts and cultural activities;
- f) Act as ambassadors in the promotion of arts and cultural practice throughout the City through active community liaison

4. Powers of the Advisory Group

The Arts Development & Events Advisory Group does not have any powers other than the ability to provide input in delivering on the Arts and Cultural framework.

Note that the selection and contracting of events and shows to be staged at the Red Earth Arts Precinct; and establishing and executing the calendar of events throughout the community are operational and not a function of the Group.

5. Term of Advisory Group

The function and form of the Arts Development and Events Advisory Group will be reviewed every two (2) years.

6. Membership

Membership shall comprise:

- Up to 2 elected Council Members;
- Director Community Experience, Manager Arts, Culture and Events or Proxy/ Arts and Cultural Development Coordinator or proxy; and
- Arts and Culture Development Officer;
- 3 to 10 community members;
- Up to 2 co-opted members*.

Roles and Responsibilities

The Director Community Experience, Manager of Arts, Culture and Events or Proxy shall act as Chairperson:

- Ensure objectives of the Advisory Group are met.
- Coordinate bi-annual reports to Council on ADEAG progress.
- Provide updates to Executive Leadership Team (ELT) and Council, as required.

The Arts and Cultural Development Coordinator, Arts and Culture Development Officer or proxy shall act as Co-Chair / Secretary:

- Quarterly updates to the Arts Development and Events Advisory Group.
- Oversee project actions and ensure timely delivery.
- Act as the key liaison (alongside the Community Development Team) with external advisory groups.
- Capture key messages and action items.
- Distribute documents and maintain records.
- Support plan and strategy reporting and Council agenda submissions.
- Act as a liaison between the Community Development Team and the Advisory Group.

Members

- Provide subject matter expertise and advisory support.
- Collaborate with the Arts Culture and Events Team to identify topics for Advisory Group Consultation.

7. Appointments

Appointments to the Arts Development and Events Advisory Group (ADEAG) will be made following public advertisement. The evaluation of potential members will be conducted by the City, with appointments approved by the Director of Community Experience based on the following criteria:

- Live, work or study in the City of Karratha, or regularly participate in Arts & Culture activities
- Demonstrate an interest and knowledge of Arts and Cultural activities within the City, including services, events, venues, programs, projects and initiatives officed through Council, Community and local Businesses;
- Contribute specialist skills and experience in one or more areas of Arts & Culture, including but not limited to Cultural Development, Arts Management, Public Art, Arts Facilities, Programming, Arts Education, Event Management, Placemaking, Cultural Tourism, Performance or Creative Arts Practice;

- Demonstrated understanding of local social, economic, cultural factors impacting the City of Karratha community;
- Demonstrated experience in consultative, advisory committee and board functions.

Active engagement in discussions, regular attendance at meetings and meaningful feedback and input are expected from all members.

Appointments to the group will be for a period of two years, with opportunities for renewal or replacement as required.

Where a member advises the City of Karratha that they wish to withdraw from the Group, their membership will cease. Where a member is absent from three consecutive meetings without providing an apology, the City of Karratha may review their continued membership of the Group.

Where a vacancy arises, the City of Karratha may commence a process to appoint a new member prior to the conclusion of the Group's current term, in accordance with the applicable membership and appointment requirements. This is intended to support continuity of membership and maintain the Group's community representation.

8. Meetings

The group will meet quarterly with additional meetings scheduled as required.

The agenda and documents should be distributed at least one week prior to each meeting.

Group membership shall not be entitled to any sitting fees or costs associated with being a representative on the Arts Development and Events Advisory Group.

9. Quorum

A quorum represents at least three (3) community members and at least one (1) Elected Council Member attending the meeting.

10. Reporting

Minutes shall be reported to Council at the next City of Karratha Ordinary Council Meeting by the Director Community Experience as an Information Item. Matters requiring Council decision shall be presented as a Council report for consideration.

11. Delegated Authority

There are no delegations provided to this Group.

12. Ethical Behaviour

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relevant to the activities of the Group, other than as authorised by the Chairperson. The Chairperson will advise the Group of any matters that are confidential.

13. Liabilities of Members

No civil liability attaches to a member of the Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or group's powers, functions or duties.

14. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Res no: 153939	20 November 2017
Amendment #1 – Res no: 154183	15 October 2018
Amendment #2 – Res no: 154443 (<i>Renamed</i>)	28 October 2019
Amendment #3 – Res no: 154944	31 January 2022
Amendment #4 – Res no: 155266	30 October 2023
Amendment #5 – Res no: 251027-06	21 October 2025