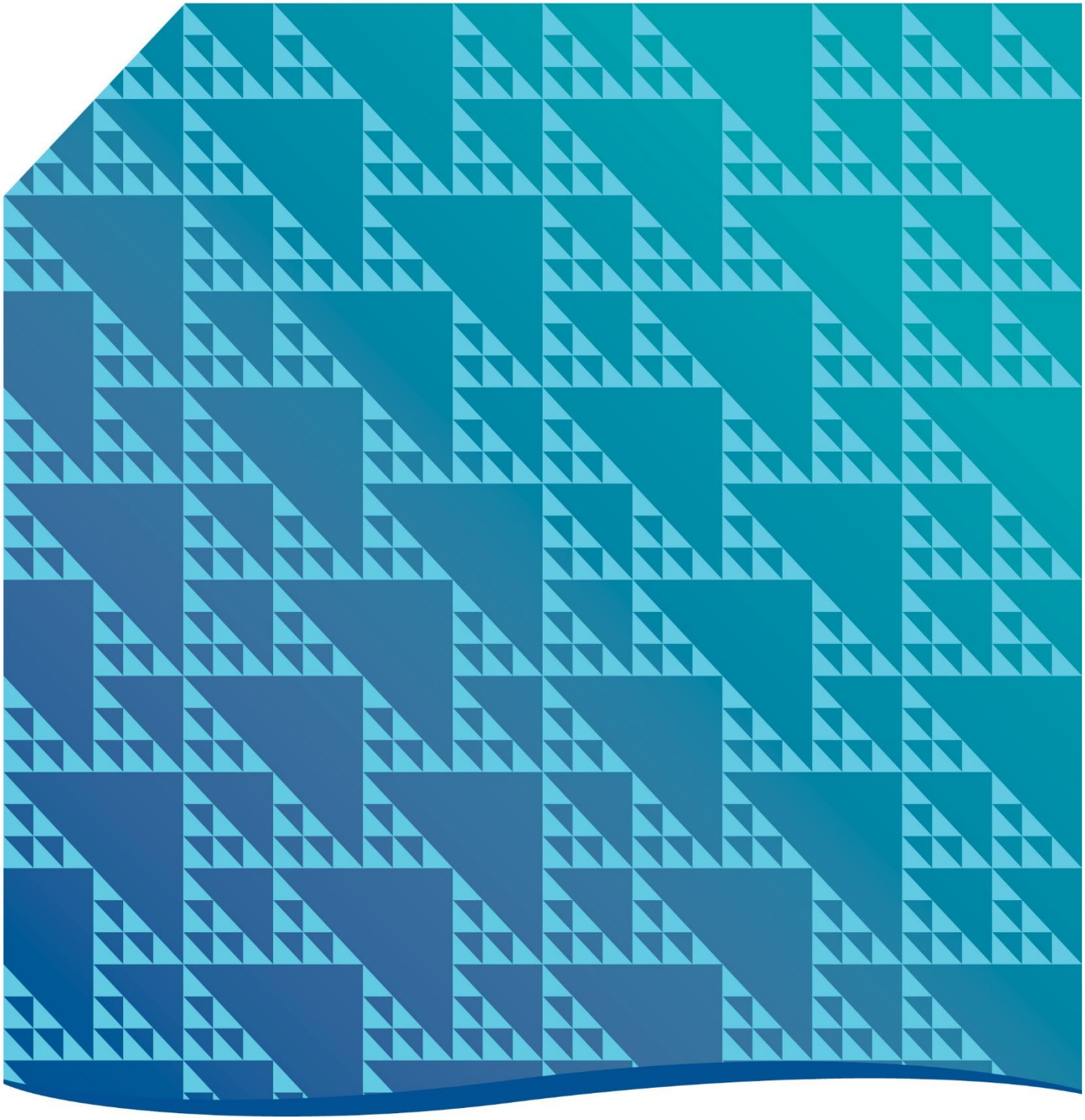
Ministerial Arts and Cultural
Advisory Council

Terms of Reference



Tasmanian Government

Department of State Growth

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The Council

The Ministerial Arts and Cultural Advisory Council ("the Council") is established by Crown prerogative.

Role of the Council

Members of the Council are appointed by the Tasmanian Government to provide cross-sectoral strategic input to Government on the arts, culture and creative industries sectors, with a focus on greater collaboration between sectors and sustaining the future growth and health of the sector as a whole.

The following Terms of Reference will be reviewed annually by the Council.

Functions

The Council shall:

1. Provide cross-sectoral expertise and input to Government on matters that span the arts, culture and creative industries sectors

2. Provide cross-sectoral expertise and input to Government relevant to developing the arts, culture and creative industries' sectors as contributors to, and recognised as critical components of, the Tasmanian economy and community

Chair and ministerial representation

The Minister for the Arts shall chair the Council.

The Deputy Chair shall be the Secretary of the department responsible for the arts, culture and creative industries or his/her delegate.

Ministers with matters of interest relevant to the portfolio or agenda may also be invited to attend meetings of the Council.

Membership

The Council consists of culture and creative industry community members appointed at the discretion of the Minister for the Arts. Membership of the Council will be broad and represent the diversity of Tasmanian art, culture and creative industry. Membership may be through appointment or by application.

Members may include, but are not limited to, representatives of the following community groups:

- Cultural organisations

- Creative industry businesses
- Peak bodies representing the creative sector
- Individual artists

All members are appointed as individuals and not to represent a particular organisation and its views.

Membership will be regionally balanced.

Vacancies on the Council will be widely advertised and interested people will be invited to apply and participate in a selection process.

A member may hold the office of member in conjunction with State Service employment under the *State Service Act 2000*.

The *State Service Act 2000* does not apply in relation to a member in his or her capacity as a member of the Council.

Membership Role

Members will be appointed for one, two, or three years at the discretion of the Minister for the Arts. Members may reapply on the expiry of their membership but no member may serve more than two consecutive terms. Interested individuals may apply again after a three-year break from the Council.

Membership of the Council is on a voluntary basis. Members will be reimbursed for out-of-pocket expenses incurred as a result of attending meetings or conducting other Council business as deemed appropriate under the guidelines established by the Secretary, Department of Premier and Cabinet.

Members are not expected to provide written reports on issues: input is expected during Meetings and must be clearly described in the Minutes.

With regards to Council business, Council members should engage with Tasmanian and Australian Governments through the Council, rather than directly. Media enquiries shall be directed through the Deputy Chair.

Members shall act honestly and in good faith, ensuring that confidential information received is maintained as such.

Members shall not incur any personal liability with regard to providing advice as a representative of the Council.

The Minister may terminate the appointment of a member if the member is absent from three (3) consecutive meetings of the Council, has not demonstrated appropriate engagement or has been convicted of an indictable offence.

If a member wishes to resign from the Council, a formal written notice of resignation must be submitted to the Minister.

Administrative arrangements

1.1 Meeting schedule

Meetings of the Council will be convened three times per year, at the request of the Chair, after giving each member reasonable notice of a meeting.

Agendas for each Council meeting will be agreed in advance by the Chair and the Department.

1.2 Acting chair

If the Chair is absent from duty or otherwise unable to perform the duties of the office, the Deputy Chair will take on the Chair's responsibilities.

1.3 Attendance at meetings

The Chair may permit members to participate in a particular meeting or all meetings by telephone, video conference or any other means of electronic communication approved by the Chair.

The Chair may invite a non-member to attend a meeting, or a section of the meeting, for the purpose of advising or informing it on any matter.

1.4 Minutes of meetings

Minutes of all meetings will be recorded by the Department, and the minutes will include the following matters:

(a) the members present at the meeting and any apologies received from members unable to attend the meeting;

(b) the business of the meeting;

(c) any resolutions passed at the meeting;

(d) such other matters as determined by the chairperson who presides at the meeting.

A copy of the draft minutes of a meeting is to be circulated to members not later than ten (10) business days after the date of that meeting.

1.5 Secretariat

Executive support for the Council will be provided by the Department of State Growth.

Guide for reimbursement of costs

2 Travel

2.1 The option for members travelling from a common area to car pool is strongly encouraged.

2.2 Taxi vouchers are available for members who have no alternate means of transport to attend local meetings.

2.3 Members who are government employees are expected, whenever possible, to utilise a Government vehicle to attend meetings.

2.4 Members travelling an extended distance to attend a council or committee meeting with the intention of carrying out business not related to the committee can use their own private vehicle and claim reimbursement on a per kilometre rate for half the journey only.

- Travel allowance reimbursements are based on the current State Government per kilometre travel allowance rates. Please contact Cultural and Tourism Development, Department of State Growth for current rates.
- Please note that members will be reimbursed at the above rates for using their own private vehicle if the sole purpose of their journey was to attend the meeting.

2.5 If options 2.1 – 2.4 do not meet the travel needs of a member, please contact Cultural and Tourism Development, Department of State Growth.

3 Accommodation

3.1 If members require accommodation in order to attend a meeting and have no alternative accommodation options, please contact Cultural and Tourism Development, Department of State Growth.

4 Meal allowance

4.1 Light lunch will be provided for members attending face-to-face meetings between 11am and 1pm.

4.2 When meals are not provided as part of meeting arrangements reimbursement for meals will be made on presentation of a receipt. Meal allowance is paid in accordance with the current State Government meal allowance rate. The cost of alcoholic beverages will not be reimbursed. Please contact Cultural and Tourism Development, Department of State Growth for current rates.

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