

Arts and Culture Working Group Guidelines



March 2022

Responsible Manager

Responsible officer

Review date

Justine Kingan, Manager Economic and Community Futures

Tina Baker, Community Development Officer

March 2023

Objective

To develop, in partnership with council, then oversee, report and monitor implementation of the Arts and Culture Action Plan 2022-25.

Background

The Arts and Culture Action Plan Working Group (the Working Group) is being formed to ensure that council and community are working in partnership in the development and implementation of the *Arts and Culture Action Plan 2022-25* and assigned responsibilities.

Without leadership and accountability, limitations may be placed on progress made.

Purpose

The Working Group will develop and monitor the three-year action plan by:

- Identifying key priorities for delivery by council and the community
- Identifying community project leaders
- Providing guidance and direction to project leaders
- Developing milestones for success
- Liaising with relevant council officers with specific subject matter expertise
- Reporting on the progress of projects committed to by the community and council

Council Plan objective/strategy

The *Arts and Culture Action Plan 2022-25* aligns with the *Northern Grampians Shire Council Council Plan 2021-25* Goals of "Enhancing Lifestyle and Community", Outcome of "Wellness and Welfare" and the Strategy of "Create and Enriching Place to Live".

Council's relationship with the Working Group

Council will value and respect the input and advice provided by the Working Group. Council will use the Working Group's input and advice, together with information from other sources, to deliver projects identified in the *Arts and Culture Action Plan 2022-25* and committed to in the Council Plan 2021-25. Council will not necessarily be bound by decisions of the Working Group and retains the right to prioritise initiatives and recommendations.

Membership

The Working Group of up to ten people will include:

- At least one representative from St Arnaud and Stawell
- Interested community members
- At least one council officer
- One Councillor (optional)
- Representatives of relevant Arts and Culture groups
- Invited Council officers with specific subject matter expertise.

Roles and responsibilities

Arts and Culture working group representatives

- Represent the interest of the relevant committee/group
- Communicate relevant information back to their committee/group
- Develop and monitor the action plan
- Share responsibility of the action plan implementation with council
- Communicate with relevant council officers
- Commit to regular meetings to support the development and delivery of the Action Plan

Council officer/s

- Organise and facilitate meetings
- Take minutes
- Follow up tasks that align with council's role as per the Action Plan 2021-25
- Be the contact person for council

Council leadership representative

- Support in the facilitation of meetings when required.
- Oversee the council's role in the implementation of identified projects and tasks

Councillor

- Advocate for key projects/initiatives within council and to external stakeholders
- Provide guidance and ideas
- Assist with communication of progress back to council

Conduct of members

All members are encouraged to:

- Act in a courteous manner, respecting others' views and opinions
- Share relevant and timely information
- Understand roles and responsibilities of the different group members
- Communicate by the agreed channels
- Allow all members to have a voice
- Work co-operatively with other members and respect the authority of the meeting facilitator.

Meetings

Meetings will be held at least six monthly.

Specific dates to be determined by the Working Group and set at the initial meeting.

Reporting responsibilities and communication

- Council officer acting as key contact can be contacted by phone or email.
- Meeting minutes will be provided within one week after a meeting is held.

- A three-year action plan will be developed by the Working Group, documented by a council officer and utilised to monitor progress.
- The action plan will be reviewed every twelve months to prioritise actions to be elevated to be included in the annual Council Action Plan.
- Community contact with the identified Councillor by email councillor@ngshire.vic.gov.au

Stakeholders

Council and community members.

Timeframes and review

The Guidelines will be reviewed by March 2023.

Review history

Date	Review Details	Action