

**Eastern Regional Alliance  
ERA  
Arts & Culture Portfolio Group  
Terms of Reference**

<b>Arts &amp; Culture Portfolio Group</b> – Established and endorsed on 15 December 2011. Membership updated 7 June 2012	
Objectives of the Group	<ul style="list-style-type: none"> <li>• Provide a forum for senior representatives from the ERA Councils to discuss and plan for arts and cultural development in the Eastern Region.</li> <li>• Develop models and programs of working across Councils' business units ie heritage, youth, planning, environment</li> <li>• Share information and identify opportunities for joint projects, and joint community engagement</li> <li>• Promote an effective and efficient approach to funding and resource sharing</li> <li>• Work in partnership with local government networks ie CCN</li> <li>• Collaborate with external /allied agencies ie major state and federal departments and festivals and monitor developments in arts and culture.</li> </ul>
Membership	<p>Chair: Carolyn Ramsey (City of Prospect)</p> <p>Vice Chair: Ele Stoddard (City of Campbelltown)</p> <p>Group Members:</p> <p>City of Unley –Mathew Ives  City of Burnside – Sally Patterson and Alex Thorpe  City of Tea Tree Gully – Michael Treasure  City of Norwood Payneham &amp; St Peters – Mary Giles  City of Prospect – Emma Fry  City of Walkerville – Sonia DeNicola</p>
Appointment of Chair	The appointment of Chair will be made by ERA CEO's Group.
Roles & Responsibilities	<ul style="list-style-type: none"> <li>• The City of Prospect is responsible for coordinating the Arts &amp; Culture portfolio for the Eastern Region Alliance members.</li> <li>• The City of Prospect will prepare and distribute the Agendas and Minutes of each meeting.</li> <li>• The ERA Arts &amp; Culture Group consists of representatives from relevant senior management (or delegate at their discretion) of participating Councils to meet for strategic overview and forward planning purposes every 12 weeks.</li> <li>• Each group member is responsible for completing tasks and actions as identified at each meeting.</li> </ul>

Conflict of Interest	<ul style="list-style-type: none"> <li>Applies to all members as per Local Government Act 1999 Chapter 7 Part 4 Division 3.</li> </ul>
Meeting Times	<ul style="list-style-type: none"> <li>Meet every 12 weeks</li> </ul>
Meeting Venue	<ul style="list-style-type: none"> <li>Pepper Street Arts Centre, 558 Magill Rd Magill SA 5072</li> </ul>
Meeting Procedures	<ul style="list-style-type: none"> <li>Apologies are to be sent to City of Prospect</li> <li>A proxy may attend a meeting on behalf of a group member. The name of the proxy, position, Council, and who they are acting for is to be advised prior to the meeting. The proxy is responsible for providing an update to the group member they represent.</li> </ul>
Record Keeping	<ul style="list-style-type: none"> <li>The Group will maintain Agendas and Notes of each meeting.</li> <li>A copy of the Agenda and Meeting Notes will be forwarded to the ERA Secretariat in word format by City of Prospect who's responsibility this is for each group meeting.</li> <li>The Group will retain other relevant records, or forward them to the ERA Secretariat for retention by ERA.</li> <li>The Chair is responsible for reviewing the portfolio webpage monthly and coordinating updates with the ERA Secretariat.</li> <li>The Chair will report to ERA CEO's on the Group's progress quarterly.</li> </ul>
Expenditure	<ul style="list-style-type: none"> <li>Expenditure will be undertaken in a responsible manner.</li> <li>The Chair has an expenditure delegation of \$2500 per financial year and is responsible for recording and reporting expenditure to ERA CEO's Group quarterly.</li> <li>The Group will monitor and record expenditure in accordance with ERA requirements.</li> </ul>
<p><i>Action (KPI's to be developed)</i></p> <p><i>Research common areas of principles and practise in arts and culture that informs future development of projects and builds local resources</i></p>	<ul style="list-style-type: none"> <li><i>maps, trails, aboriginal significance markers</i></li> <li><i>public art</i></li> <li><i>community cultural development</i></li> <li><i>SALA Festival</i></li> <li><i>training for local artists (new art form skills ie chalk art, digital art)</i></li> </ul> <p><i>Q – what are the 5 key areas of arts and cultural development in your Council in 2011/12 ?</i></p> <p><i>Q – what are the key priorities for your Council for 2012/13 ?</i></p> <p><i>Q – what are the gaps?</i></p>

