



## Arts South Australia

# Terms of Reference

## Aboriginal and Torres Strait Islander Arts Advisory Panel - Terms of Reference

### Background

The Aboriginal and Torres Strait Islander Arts Strategy for South Australia (the Strategy) is a key outcome of the Arts and Culture Plan South Australia 2019–2024 (Arts Plan), in recognition of the richness, scale and importance of Aboriginal arts and cultures and the role that arts and culture play in the survival and success of Aboriginal communities.

The Strategy's Guiding Cultural Values are:

1. Elders
2. Cultural Sovereignty
3. Many Nations
4. Communities
5. Cultural practice and protocols
6. Language
7. Listening and learning
8. Trauma
9. Cultural safety
10. Inclusivity
11. Environment
12. Reciprocity
13. Family
14. Health and wellbeing

The Strategy is a product of extensive consultation with numerous Aboriginal and Torres Strait Islander arts communities, organisations and individuals and there is a strong appetite to see outcomes from it.

The first priority action to fulfill against the Strategy's Implementation Plan is forming the Aboriginal and Torres Strait Islander Arts Advisory Panel (Advisory Panel).

## **Purpose**

The purpose of the Advisory Panel is to provide strategic and expert advice, support and feedback that will guide and strengthen Arts South Australia on best cultural practices within Aboriginal arts in South Australia. The Advisory Panel will advise on the direction of the Strategy and its Implementation Plan, including initiative outcomes.

While the Advisory Panel's advice is not legally binding, it is anticipated that the members' experience and knowledge of the Aboriginal and Torres Strait Islander arts and cultures sector in South Australia will ensure the intentions of the Strategy and Implementation Plan remain on track.

The Implementation Plan has been developed to provide a detailed work plan to support the delivery of the Strategy. It is an active document and will be informed by ongoing engagement with the Advisory Panel, the Aboriginal arts and cultures sector and the wider South Australian arts and culture sector. A phased approach to implementation of the Strategy will initially leverage immediate needs and opportunities, build from existing strengths and continue to deliver ongoing commitments. Subsequent phases of implementation will respond to emerging areas of need over time and through the changing circumstances of the sector, locally and nationally.

## **Design**

Advisory Panel members will be responsible for providing their personal views and those of their identified communities.

The Advisory Panel will:

- Champion the Aboriginal and Torres Strait Islander Arts Strategy for South Australia
- Provide advice and feedback on appropriate communication and Aboriginal and Torres Strait Islander cultural protocols where necessary
- Embody exemplary leadership skills.

## **Roles and responsibilities**

The Advisory Panel will:

- Embed and role model the Strategy's Guiding Cultural Values as leaders with the intent to develop and support Aboriginal-led platforms and initiatives that strengthen the South Australian arts and cultures sector
- Advocate for and champion the Strategy
- Provide advice on best practice Aboriginal and Torres Strait Islander culture and cultural protocols where necessary
- Provide guidance on appropriate engagement with wider Aboriginal communities to inform them about projects and seek input where needed
- Encourage participation and engagement from the South Australian Aboriginal and Torres Strait Islander arts communities with the Strategy
- Provide advice and feedback on strategic partnerships inclusive of activities, workshops etc aligned with the Strategy
- Provide advice and feedback on programs.

Individual Advisory Panel members will:

- Commit to attend all meetings either online or in person
- Provide unbiased insights and ideas from a non-operational perspective.

## **Exclusions**

The Advisory Panel will not:

- Approve grants
- Approve grant assessors
- Approve policies
- Advocate for applications in assessment through Arts South Australia grant programs.

## **Governance**

The Advisory Panel will be chaired by a Panel member elected by the Panel.

The Advisory Panel is key to informing the delivery of outcomes from the Strategy that underpin the Cultural Guiding Values.

All project delivery will be overseen by DPC's Arts and Culture Project Delivery Steering Committee. This Steering Committee guides the implementation of key arts and culture projects by ensuring delivery of the component project outputs and program outcomes.

Arts South Australia's Senior Project Manager of Aboriginal and Torres Strait Islander Arts will provide administrative support to the Advisory Panel including note-taking and preparing meeting minutes and agendas.

## **Process**

Arts South Australia will receive Expressions of Interest (EOIs) from Aboriginal and Torres Strait Islander individuals for the Advisory Panel via SmartyGrants, an online grants administration system. The EOI process will be communicated via email, the DPC website and social media. EOIs must include:

- Full name and Nation group/s
- Biography – to include relevant cultural knowledge, expertise and experience
- CV/Resume – a summary of expertise, skills and achievements
- A supporting statement outlining key skills and interest for joining the Advisory Panel.

No previous committee experience is required but is strongly suggested. Applications for EOIs will be open for a minimum of six weeks.

Arts South Australia staff including the Director and Senior Project Manager of Aboriginal and Torres Strait Islander Arts will internally consider all EOIs and may seek additional input from others such as DPC's Aboriginal Cultural Engagement Officer and the Aboriginal Affairs and Reconciliation unit of the Attorney General's Department.

## **Desirable Attributes**

EOIs will be considered based on the following desirable attributes:

- Knowledge of local and national Aboriginal and Torres Strait Islander arts and culture and general arts and culture sectors and networks
- Aboriginal cultural knowledge and expertise and ability to communicate this appropriately
- Previous relevant experience both within the arts and working with Aboriginal and Torres Strait Islander communities.
- Commitment to supporting Art South Australia's Aboriginal and Torres Strait Islander Arts sector
- Advocacy skills for Aboriginal community development, empowerment and outcomes
- Community minded collaborative approaches

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- Strong leadership skills
- Previous governance experience (not mandatory but strongly encouraged).

Note: Successful Advisory Panel members will be notified by the Director, Arts South Australia by email. The decision on successful members is final. Unsuccessful registrants are encouraged to discuss any matters pertaining to their nomination with the Senior Project Manager of Aboriginal and Torres Strait Islander Arts.

### Membership

The Advisory Panel will consist of six members, with a minimum of four to form a quorum.

Members must identify as being either Aboriginal and/or Torres Strait Islander.

Members must be based in South Australia and live in South Australia six months or more per year.

A staff member from the Aboriginal Affairs and Reconciliation unit of the Attorney General's Department may be nominated.

The Advisory Panel will include at least one Elder or senior cultural leader.

The Advisory Panel will include at least one member from a regional or remote community.

Membership will also consider an appropriate gender and age mix, as well as representation of a breadth and diversity of members' skills and experience.

### Meeting arrangements

The Advisory Panel will meet three times per year to ensure timely and coordinated advice can be accessed by Arts South Australia.

Out of session meetings may be required and can be requested by Arts South Australia by speaking with the Advisory Panel Chair.

Advisory Panel members are required to read all documentation received prior to meetings.

The Senior Project Manager of Aboriginal and Torres Strait Islander Arts will coordinate all meetings for the Advisory Panel, including the preparation of meeting agendas, attending all meetings to record the meeting minutes, circulate minutes and facilitate information sharing between meetings.

Light catering will be provided during face-to-face meetings.

### Reporting

The Advisory Panel is not required to formally report on its work. However, Arts South Australia may incorporate Advisory Panel recommendations or suggestions in its reporting to relevant Ministers or Chief Executives as necessary.

### Remuneration

Remuneration fees for Advisory Panel members will be aligned to the South Australian Aboriginal Advisory Council at the following rate:

- Advisory Panel Chair to receive \$258 per meeting
- Advisory Panel Members will receive \$206 per meeting.
- Advisory Panel Members will be required to complete DPC Employment declarations (which includes the provision of TFN and superannuation details) and submit timely manual attendance records for payment of their sitting fees.

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Rates are specified in DPC's Boards and Committees Remuneration Framework.

In accordance with [Determination 3.2 of the Commissioner of Public Sector Employment](#), panel members attending face-to-face meetings will be reimbursed for travel exceeding 40 kilometres (one-way) from the attendees place of residence to the meeting location.

Travel arrangements for those living in rural and remote areas will be discussed and reimbursements agreed prior to meeting attendance. Payment of agreed reimbursements will be processed upon receipt of relevant expenditure documentation.

The Senior Project Manager, Aboriginal and Torres Strait Islander Arts, will follow the below instructions (advised by Arts and Culture Project Delivery Steering Committee and DPC Finance unit) to process remuneration fees for all Advisory Panel Members.

- Set up an HR01 Position Management form that describes the role. This will cover all Aboriginal Advisory Panel members
- Complete an HR02 Employment Management form for all Advisory Panel members
- Members to each complete HR03 Employee Details Management form (including banking and superannuation details) and a tax file declaration form
- Forward all forms to through the Senior Project Manager, for DPC HR to check
- HR will then send to DPC payroll to complete.

After each meeting, Arts South Australia staff will document via DPC Attendance Record Procedure document to record who is present at each meeting for the delegate (Director of Arts South Australia) to sign to authorise payment of remuneration fees, plus mileage (if applicable) for each Advisory Panel member in attendance.

Once approved by the Director, the signed DPC Attendance Record will then be forwarded by Arts South Australia staff to HR, for forwarding to payroll for processing.

### **Please note:**

- Public servants are not generally permitted to receive sitting fees. The only exceptions are if an Advisory Panel Member works part-time and the meeting is held on a non-paid day or the meeting is held outside of normal hours.
- Advisory Panel Members will be paid only for meeting attendances, not pre-reading or any discussions outside of meetings.

### **Review**

A review will be undertaken to check progress/effectiveness of the Advisory Panel after six months (TBC July 2023).

### **Term**

Each Advisory Panel member's term will be for up to two years and appointed by the Director Arts South Australia.

### **Code of Conduct**

All Panel members must sign a Code of Conduct letter of agreement that will be provided by Arts South Australia.

### **Conflict of interest**

Members must ensure that their personal or financial interests do not influence or interfere with the performance of their role. They must also ensure that the interests of family

## OFFICIAL

members, friends or associates do not influence the performance of their duties. It is essential that Advisory Panel Members declare a conflict of interest or perceived conflict of interest as soon as possible to Arts South Australia. This includes any potential or perceived conflicts of interest.

Once a conflict of interest has been declared or established, Arts South Australia will manage this internally and record the matter in its reporting, for noting.

Where a conflict of interest is established or may be perceived, the member will not take part in any discussion relating to the situation in question.

### **Confidentiality**

All information contained in meetings and documentation is confidential. Any printed material or documents relating to the panel should be returned to Arts South Australia for confidential disposal following meetings. Downloaded materials should also be deleted.

It is not appropriate for members to discuss any aspect of discussions or documentation with a person not involved in the Advisory Panel.

Except where agreed, members must not make any public comment about the panel. If approached, members are advised to refer the person to Arts South Australia.

### **Public Comment**

As members of the community, members have a right to make public comment and enter into public debate on political and social issues.

However, there are circumstances where public comment or debate by members is not acceptable, including:

- a public comment made in a private capacity which creates a public perception that it is an official comment of the Government or as an Advisory Panel member
- a member is directly involved in advising on or implementation/administration of Government policy, and the public comment would compromise the member's ability to do so
- a public comment amounts to strong or persistent criticism and creates a perception that the member is not prepared to implement or administer the policies of the Government
- a public comment on departmental administration causes serious disruption to the workplace
- a public comment amounts to a personal attack.

### **For more information:**

Senior Project Manager  
Aboriginal and Torres Strait Islander Arts  
Arts South Australia  
Department of the Premier and Cabinet

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