



New England North West Enable Arts Steering Committee Terms of Reference

Arts North West acknowledges that not everyone has equal access to creative space and opportunities. ANW aims to work with people living with a disability to create genuine access to creative space, codesign inclusive and accessible program development and delivery, and improve the overall accessibility and inclusivity practices of the organisation.

INTRODUCTION

Arts North West aims to seek opportunities to improve access to accessibility and inclusion in our services and programming, to raise awareness of issues facing people with disability, and to advocate for people with disability living in the New England North West. This includes making decisions about authentic inclusion and accessibility in programming and project development and organisational operations.

The Arts North West Enable Arts Steering Committee will be committed to developing respectful and sustainable relationships to inform and advocate for authentic disability inclusion and actions.

ABOUT THE TERMS OF REFERENCE

This document outlines how the Arts North West Enable Arts Steering Committee will work together with ANW and the Board to drive the direction of the Enable Arts Program for the betterment of the community and informed by the Disability Inclusion Action Plan.

ABOUT THE STEERING COMMITTEE

The Arts North West Enable Arts Steering Committee will support ANW and its staff with guidance and decision-making, strategic planning, advice, and feedback.

ANW has established this Steering Committee to assist in providing direction and planning for potential programs and projects within the arts and disability programming (Enable Arts) and also the operations of the organisation as a whole. It will also determine priority areas for consideration in the development of the Enable Arts Program.

ABOUT THE ENABLE ARTS PROGRAM

ANW has historically received external funding for specific programming and projects delivered and designed with people living with disabilities including:

- **SPRUNG!!** - Integrated dance theatre workshops in partnership with the inclusive dance academy SPRUNG!! From the Northern Rivers

- ***Putting the Pieces Together*** - Putting The Pieces Together was a hands-on community art project fostering strong and inclusive arts and cultural landscape in the New England North West. Through a series of workshops and activities, participants will use large blank puzzle pieces as a canvas to express their own artistic experience.
- ***Heading West*** - The project was a two-year strategic partnership between Arts Northern Rivers, Arts North West, and Accessible Arts that supported the professional coordination between, and development of, arts + disability projects and their stakeholders in North Western NSW. The program and its creative outcomes are built on the shared commitment of our communities to foster inclusivity and accessible creative opportunities for regional NSW.

KEY PERSONNEL

Organisation / Position	Name	Phone Number	Email
Arts North West Executive Director	Lauren Mackley	0493 316 463	rado@artsnw.com.au
Arts North West Administration Officer	Leah Fontyn	02 6732 4988	office@artsnw.com.au
Art North West Media & Engagement Officer	Penne Fraser	0492 953 565	media@artsnw.com.au

SERVICE AREA

Arts North West covers the local government areas (LGAs) of [Armidale Regional](#), [Glen Innes Severn](#), [Gunnedah Shire](#), [Gwydir Shire](#), [Liverpool Plains Shire](#), [Moree Plains Shire](#), [Narrabri Shire](#), [Tamworth Regional](#), [Tenterfield Shire](#), [Uralla Shire](#) and [Walcha Council](#).

MEMBERSHIP

- The membership of the Steering Committee is derived from people living with a disability from the Arts North West footprint.
- The aim is to have up to 1 representative from each LGA in the Arts North West footprint ensuring an even voice across the region.
- The aim is to have 7 representatives to be people living with a disability and the remaining positions will be comprised of people who work in the disability support and/or advocacy industry or are carers of a person living with a disability or a Council representative
- The foundation membership was formed following an EOI process on the Arts North West website.
- Where there is a vacancy from an LGA, an interested person can submit an EOI through the Arts North West Website. For transparency and to ensure that there is even representation across the region, the EOIs of all new interested members will be tabled at a Arts North West Enable Arts Steering Committee Meeting. The standing committee will vote to accept new members.

ROLES AND OBLIGATIONS

Arts North West:

- Acts as the Secretariat for the Arts North West Enable Arts Steering Committee.
- Prepares and distributes agendas, supporting reports, documents and minutes.

Steering Committee Members:

- Attend meetings (online or face to face) and provide guidance, assist in decision making, strategic planning, and give constructive advice and feedback
- Work collaboratively with the ANW Staff to determine geographic priority areas for service delivery.
- Will facilitate positive relationships between ANW and people, services and carers in the community
- Actively contribute to the development of future Arts North West Aboriginal Disability Action Plan or other documents if requested
- Identify areas of improvement or gaps in service delivery within the community, based on each communities unique or collective needs.
- Act as a champion for Arts North West and the Enable Arts Program within their LGA.

ARTS NORTH WEST ENABLE ARTS STEERING COMMITTEE MEETINGS GUIDELINES

- Minimum of 2 meetings will be held annually.
- Arts North West Enable Arts Steering Committee meetings are held both via Zoom and face to face in community.
- There is no quorum for Steering Committee meetings.
- If a Steering Committee member fails to attend 2 meetings consecutively and does not provide an apology that is accepted by the Steering Committee, the member will forfeit their position on the committee and will be replaced through the EOI process outlined above.
- All Steering Committee members agree to attend meetings and be punctual, and respectful and participate in discussions and decision-making, report on issues that are relevant to the project with a community focus and be respectful to the views, opinions, and thoughts of other Steering Committee members.

TERMS OF OFFICE

An individual's term of office is 3 years in duration unless they resign, have an unexplained or unaccepted absence at 2 meetings, or are dismissed by a majority vote of the Steering Committee.

FINANCIAL RESPONSIBILITIES

This is a voluntary Steering Committee and sitting fees are not paid. However, ANW may cover out-of-pocket expenses incurred where pre-approval has been given for the expense by ANW, and when receipts are provided.

AUTHORITY

- The Arts North West Enable Arts Steering Committee is established under authority of Arts North West Board to perform the functions as set out in these Terms of Reference.
- The Arts North West Enable Arts Steering Committee can make requests to the Board and Management in writing to the Executive Director of Arts North West or the presiding staff member.

DISPUTE RESOLUTION

- Arts North West Enable Arts Steering Committee members will act professionally and courteously at all times.
- Disputes should first be reported to the Executive Director or presiding staff member, who will aim to resolve the issue. If a resolution is not reached, Executive Director ANW, will follow the procedures in ANW's Complaints and Grievances Policy.
- At no time are any individuals or artists permitted to contact the funding body or other key stakeholders directly, without the expressed consent of ANW.

VARIATION TO THE TERMS OF REFERENCE

The Terms of Reference may be added to, repealed, or amended by resolution of the Board or in consultation with or upon the recommendation of the committee, then by resolution of the Board.