



## Nominate for the Newstead Arts Hub Committee 2021

The Newstead Arts Hub is seeking nominations for its Committee. The Newstead Arts Hub (NAH) is managed by a volunteer Committee and auspiced by Newstead 2021.

The role and responsibilities of the Committee are to:

1. Establish and embed good governance in accordance with state and federal laws, and the requirements of Newstead 2021 Inc.
2. Negotiate with Mount Alexander Shire Council ('MASC') over matters concerning the conditions of the sublease.
3. Oversee the day-to-day operation of the facility, including ensuring it is maintained in a safe and proper condition.
4. Establishing principles for the use of the facility that meet the intent and spirit of the nomination to VicTrack Community Vacant Use Program.
5. Work with the wider community of Newstead to develop a vision for the facility.
6. Operate the facility in a financially, environmentally and socially sustainable way.
7. To keep accurate financial records associated with the lease, management, maintenance and use of the Newstead Arts Hub.
8. Alert Newstead 2021 Inc. of any financial or insurance issues which may impact on the ability of the NAH to fulfill these Terms of Reference or impact adversely on Newstead 2021 Inc.
9. To report back regularly to the Newstead 2021 Inc. executive to enable Newstead 2021 to measure, further improve and develop our community.
10. To report annually to Newstead 2021 Inc. at its AGM on the NAH activities, financials and overall outcomes in relation to its purposes, vision and forward plan.

We are seeking people with a diversity of skills and capabilities, covering areas including the arts, business and community development, financial management, marketing and promotion, and sustainability. Importantly we invite interest from local folks with the passion and drive to contribute to the success of this exciting local arts and community project.

For further details see Attachment 1 (Newstead Arts Hub – Terms of Reference).

For further information, including a nomination form (see attached), please contact Geoff Park (0418 138 632), email [info@newsteadartshub.org](mailto:info@newsteadartshub.org) or download the relevant information from our website: [www.newsteadartshub.org](http://www.newsteadartshub.org).

Nominations can be emailed to: [info@newsteadartshub.org](mailto:info@newsteadartshub.org) or submitted in writing and addressed to:

Newstead Arts Hub Committee,  
PO Box 123, Newstead, 3462

**Nominations close on Friday 30 July 2021 at 5pm**



## **Attachment 1: Newstead Arts Hub: Terms of Reference – June 2021**

### **1 Preamble**

These Terms of Reference have been developed by the Newstead Arts Hub (NAH) Committee ('the NAH Committee') to guide our operations and fulfil our obligations to Newstead 2021 Inc. and to the wider Newstead and district communities. The Terms of Reference have been prepared to reflect a spirit of cooperation and collaboration throughout all our activities.

The Newstead Arts Hub (NAH) is a project of Newstead 2012 Inc. Newstead 2021 Inc. is the sub-lessee of the Arts Hub building and grounds. Newstead 2021 Inc. is an Incorporated Association that operates under the Model Rules. NAH Committee operates under clause 42(3) (b) and clause 43 of the Newstead 2021 Model Rules. The delegated authority is contained in these Terms of Reference.

The NAH Committee, as a sub-committee of Newstead 2021 Inc., works under these Terms of Reference to fulfil its defined purposes which have been endorsed by Newstead 2021 Inc., and in this way helps Newstead 2021 Inc. to achieve its purposes (see Attachment 1).

### **2 Purposes**

The creation of the Newstead Arts Hub<sup>1</sup> is the result of the work of local community members. It was identified as a priority in the *Newstead Community Plan* in 2013. The Friends of the Station group was formed in September 2012 in response to community concerns about the condition of the railway station and surrounds. The Newstead Art Salon group was formed in February 2011 as a means for local artists to share ideas and inspiration. Both groups have a single vision, to renew and restore the Newstead Station as an arts/business hub, creative gathering place for the community and means to link both sides of the township.

In December 2013, Newstead 2021 Inc. presented a submission<sup>2</sup> to VicTrack for the lease and reuse of the station, proposing that the station would become a creative, economic and social focal point for the community through:

- art gallery and studio/office/workshop/space (for rent and workshop use) and kitchen/café area in main station building, studio space (for rent and workshop use) in the goods shed
- accommodation to provide for 'artist in residence' programs and other (income generating) accommodation options
- performance spaces (music, theatre, film, etc.) using the station platform, buildings and surrounding landscaped parkland
- identified start/finish point for local and regional walking tracks, cycling trails (including provision of local and regional arts, business and tourism information) and a link to the east side of township via a pedestrian bridge over the Loddon River
- provision of further venue options for existing large and small scale events, such as Newstead Live!, Words in Winter, Newstead Short Story Tattoo, Chopped Rod festival, etc.

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<sup>1</sup> Originally called the Newstead Railway Arts Hub

<sup>2</sup> A copy of the submission is available on the NAH website, under History.

- landscaped art/sculpture garden, incorporating local native species and sculpture for sale.

With funding from the VicTrack Community Vacant Use (CVU) Program the station building was conserved and adapted for use as a community space in 2015.

To manage the station building and proposed activities, Newstead 2021 Inc. established the NAH Committee. It operates as a sub-committee of the Newstead 2021 Inc. Committee and is therefore guided by the overarching purposes of Newstead 2021 Inc. (Attachment 1). The NAH Committee may review, update or revise the above purposes, and may develop a forward plan, action plan or business plan. Changes to the purposes of NAH and any proposed forward plan, action plan or business plan would be advised to Newstead 2021 for its endorsement.

In February 2018, the NAH Committee adopted the *Newstead Railway Arts Hub Strategy 2018-2020* to guide the next three years of operations.

### **3 NAH Committee & delegated responsibilities**

Newstead 2021 Inc. has delegated the following responsibilities to the NAH Committee:

11. Establish and embed good governance in accordance with state and federal laws, and the requirements of Newstead 2021 Inc.
12. Negotiate with Mount Alexander Shire Council ('MASC') over matters concerning the conditions of the sublease.
13. Oversee the day-to-day operation of the facility, including ensuring it is maintained in a safe and proper condition.
14. Establishing principles for the use of the facility that meet the intent and spirit of the nomination to VicTrack Community Vacant Use Program.
15. Work with the wider community of Newstead to develop a vision for the facility.
16. Operate the facility in a financially, environmentally and socially sustainable way.
17. To keep accurate financial records associated with the lease, management, maintenance and use of the Newstead Arts Hub.
18. Alert Newstead 2021 Inc. of any financial or insurance issues which may impact on the ability of the NAH to fulfill these Terms of Reference or impact adversely on Newstead 2021 Inc.
19. To report back regularly to the Newstead 2021 Inc. executive to enable Newstead 2021 to measure, further improve and develop our community.
20. To report annually to Newstead 2021 Inc. at its AGM on the NAH activities, financials and overall outcomes in relation to its purposes, vision and forward plan.

#### **NAH Committee**

The NAH Committee will comprise a minimum of 5 members and a maximum of 11 members.

The NAH Committee will comprise people with a diversity of skills and capabilities, covering areas including the arts, business and community development, financial management, marketing and promotion, and sustainability. Importantly, it will offer opportunities to local people with the passion and drive to contribute to the success of this exciting local arts and community project. There is no requirement that members of the NAH Committee are members of Newstead 2021 Inc.

The NAH Committee will be appointed by Newstead 2021 Inc., based on nominations or expressions

of interest received from potential members from time to time, or in response to a call for new or additional members by the NAH Committee.

Newstead 2021 Inc. will be advised of the members of the NAH Committee annually.

The NAH Committee will hold regular monthly meetings at which:

- agendas are sent out prior to the meeting to all Committee members
- decisions are generally made through discussion and agreement, without the need for formal motions and voting, although motions and voting may be used as and when necessary
- all Committee members have the opportunity to speak on matters before the Committee
- reports tabled or pre-circulated
- minutes are kept and record all decisions, and
- new members are formally nominated and accepted or declined.

Voting at NAH Committee meetings is limited to Committee members present only. The Committee may also, as needed, make decisions via online meetings or by circular email.

All Committee members are welcome to propose items for discussion at NAH Committee meetings.

NAH Committee members will:

- Act in good faith towards the organisation
- Act in the best interests of the organisation, its objectives and purpose
- Act with honesty, care and diligence
- Declare any material interest in any matter before the Committee and absent themselves for the discussion and voting on the matter
- Take care not to make improper use of their position or information gained by virtue of holding their position
- Take the time to become informed about all matters before the Committee.

The NAH Committee may adopt principles and guidelines to support the conduct of Committee meetings and the interactions of Committee members. The NAH Committee adopted the following *Working Together* protocol in 2018 to guide Committee members their relationships with each other and with the wider community:

- endeavour to treat each person with respect, listen with care, and be open to different ideas
- work with honesty and integrity towards our common goals
- value diversity
- seek to be inclusive and collaborative in our decision-making
- communicate with care, try to avoid being defensive, and seek out mutually beneficial outcomes, especially when tensions and conflicts arise, as they inevitably will, and
- help and support each other so that we can each contribute fully to the work of the Committee and the Arts Hub.

The NAH Committee may establish specific roles, portfolios and positions as necessary to support the effective functioning of the Committee and these may include: Chair, Minute Secretary and Treasurer and other roles as necessary. These roles may be shared or adjusted as necessary.

- Chair: the role of the Chair is to chair Committee meetings, and with the Secretary ensure the agenda and minutes are available to the Committee
- Minute Secretary: the role of the Secretary is to prepare agendas and minutes of committee meetings with the Chair, and distribute agendas, minutes and reports in accordance with these Terms of Reference
- Treasurer: The role and responsibilities of the Treasurer are the same as those defined in the Model Rules
- Committee members may hold specific responsibilities or portfolios.

The NAH Committee may establish ongoing or project-based working groups from time to time. Each working group is responsible to the NAH Committee. Working groups may comprise NAH Committee members, Friends and other interested people who offer particular knowledge and/or skills to the NAH.

If a Committee member misses more than three consecutive Committee meetings without having advised the Committee that they require a period of leave of absence, the NAH has the right to remove that Committee member.

### Friends

The Friends of the Newstead Railway Station was one of the groups that helped advocate for the development of the Newstead Arts Hub; people could join the Friends for a one-off subscription.

While initially a separate group, the Friends are now part of the Hub. They comprise those who support the purposes of the Hub and help sustain our activities through an annual donation.

The NAH Committee will convene at least one annual gathering of Friends that is open to all local community members, NAH eNews subscribers, participating artists and the like.

### Reference back to the Model Rules

Where these Terms of Reference are silent, NAH will either refer to the Newstead 2021 Inc. Model Rules or consult with the Newstead 2021 Inc. Committee for guidance.

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## **Attachment 2: Newstead 2021 Inc.**

Newstead 2021 Inc. has been established to support the development of a vibrant, informed and sustainable community in Newstead and surrounds.

Newstead 2021 Inc. comprises interested members of the local community who are actively and collaboratively working towards this goal.

### **Purpose of the Group**

The purposes of Newstead 2021 Inc. are:

1. To support the discussion and implementation of ideas and projects that benefit the Newstead community
2. To seek and communicate relevant information about issues concerning our community
3. To support actions that improve the social, cultural, economic and environmental well-being of the Newstead community
4. To promote two-way dialogue with Local Government
5. To actively seek resources that can contribute to our goal.

### **Principles to guide how we operate**

Newstead 2021 Inc. will, in its operations:

1. Acknowledge and value the contribution that all members of our community can make
2. Respect and value diversity of ideas and opinions
3. Encourage sharing of information and knowledge
4. Celebrate the diversity of our community now and into the future
5. Actively encourage people of all ages and backgrounds to participate in community life.

Newstead 2021 Inc., in establishing the Newstead Arts Hub and its Committee expects NRAH to operate in accordance with these same principles.

### **Measuring success**

Newstead 2021 Inc. has established the following indicators to measure its success:

- Level of participation in community projects and working groups (no of people/demographics/hours contributed etc.)
- New ideas initiated, developed and implemented
- Qualitative feedback from community members
- Resources (including \$ attracted) into the community as a direct result of our activities
- Improvement in communication with Local Government
- Increased confidence as a community facing the challenges of 2021
- More frogs in the River and more people going to listen to their chorus!