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## INFORMATION PACK

BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Operations, Finance, Communications, Marketing, and Fundraising Subcommittee

This Information Pack provides you with key information regarding the opportunity to be a member of the BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Operations, Finance, Communications, Marketing, and Fundraising Subcommittee

This Information Pack contains the following elements:

1. Information about the Baaka Cultural and Arts Centre
2. Role of Subcommittee Members and Objectives
3. Submission process
4. Expression of Interest form.

The Board of the BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION ("Board") is seeking Expressions of Interest (EOI) from people, including retired or semi-retired professionals, who are suitable and willing to be considered for appointment to the Subcommittee..

Aboriginal and Torres Strait Islander people, large corporations and people experienced in Finance, Communications, Marketing, Fundraising and Governance are encouraged to apply.

We are looking for Subcommittee members that will actively contribute and be part of the growth of the Baaka Cultural and Art Centre located in Wilcannia. We are seeking EOI's for Subcommittee participants for a period of one year, with the opportunity to extend, who have demonstrated experience in the following areas:

- Communications, Public Relations, Marketing and sales
- Fundraising/Philanthropy
- Investment and funds management
- Governance
- Financial management and development
- Culture/tourism development and management

EOI's are invited from across Australia and not restricted to Wilcannia, NSW where our office is located.

APPLICATIONS CLOSE: 5pm Friday 14 February 2025

SUBMIT TO: [hr@centraldarwin.nsw.gov.au](mailto:hr@centraldarwin.nsw.gov.au)

ENQUIRIES: Justine Campbell 0409851488

## About the Baaka Cultural and Arts Centre

A regionally significant project, the \$9.5million Baaka Cultural and Arts Centre is an initiative between the Barkintji Community, Central Darling Shire Council, Australian and NSW Governments, and Regional Development Australia Orana.

The Baaka Cultural and Arts Centre repurposes the former Knox and Downs building in the centre of Wilcannia, where it will celebrate and recognise the rich culture and traditions of the Barkintji people of the middle and lower Darling Baaka River region and to support cultural and business initiatives in the wider community.

It will be a keeping place for Barkintji artefacts and their oral history. A place for past, present and emerging artists to create and display their works. It will include a 'language nest' with the intent to preserve the local dialect which is over 60,000 years old. Stories from our elders will also be recorded and further engage the youth in their culture.

Construction of the Baaka Cultural and Art Centre has recently been completed with a target soft opening date being in early 2025 and a planned official opening mid 2025..



The BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION ("Board") is the owner and responsible for the delivery of all aspects of the Baaka Cultural and Art Centre. To assist the Board in ensuring the sustainable operation and growth of the Centre, it has been recommended that an Subcommittee be created.

# Role of BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Operations, Finance, Communications, Marketing, and Fundraising Subcommittee

The Subcommittee will be guided by the Board's core values and vision and will be required to manage and deliver the vision of the Baaka Cultural and Art Centre under the Subcommittee Terms of Reference

Accountable to the BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION ("Board"), the Subcommittee members will be expected to:

- Support the Board within the approved Terms of Reference and approved budget reporting to the Board
- Participate and be an active contributor in monthly meetings via online video link (eg MStTeams) for no more than 2 hours per meeting.
- Be an integral part of the evolution, development and sustainability of the Baaka Cultural and Arts Centre through participatory commitment
- Support the Board to create positive impact and relationships with the Barkintji people, the community, funders and visitors.

## Objectives

1. Leadership, financial and governance
  - The Board will approve budget and organisational implementation within the Subcommittee Terms of Reference to enable the Subcommittee to deliver the Business Plan, Fundraising Plan, Marketing Plan and Operations Plan efficiently.
  - The Subcommittee will deliver the strategic plan, aligning their goals with the broader mission and vision of the Baaka Cultural and Art Centre. This ensures that both operational efficiency and financial sustainability are prioritised within the approved Terms of Reference and approved budget.
2. Delivery focus
  - The Subcommittee will focus specifically on supporting the Cultural Centre Manager and the Art Centre Manager to deliver the day-to-day operations, including programming, event management, maintenance, and cultural activities.
  - The Subcommittee will report to the Board working within the approved budget with recommendations on budgeting, financial planning, fundraising, marketing to ensure financial sustainability and growth.
3. Stakeholder engagement
  - The Subcommittee will engage with stakeholders, including the local community, government bodies, and funding organisations.

## Submission Process

Applying for a Subcommittee member position involves submitting a Curriculum Vitae (CV) a covering letter that demonstrates your experience and desire to contribute to the Centre and the attached Consent and Declaration Form, to [hr@centraldarwin.nsw.gov.au](mailto:hr@centraldarwin.nsw.gov.au) by no later than 5pm on Friday 31 January 2025

Once submitted, you will receive email confirmation that your application has been received. The process involves the following steps and indicative timeframes:

1. Processing of submission – all submissions will be considered by the Selection Panel.
2. Referee and other checks – the Selection Panel will conduct referee checks, and other checks as required (e.g. probity checks) before making a final assessment of each submission. This process may take up to two weeks. The Selection Panel will then provide its recommendation to the Chairperson of the Baaka Cultural Centre Board for consideration and you will be invited to an interview.
3. Consultation with Board – once the Chair has identified their preferred candidate(s), the appropriate approving authorities will be consulted so that an interview and final appointment decision can be made. This may take up to four weeks.
4. Advice to candidates – once a final decision has been made, candidates will be advised of the outcome of their submission by email and/or post.

## CONSENT AND DECLARATION FORM

Name \_\_\_\_\_

### CONSENT

Please click in the box to indicate your consent or otherwise, to the following items. Where you do not consent, please provide reasons in the comment box below <i>* responses to all items on this page are mandatory</i>		I consent	I do not consent
A	I consent to the BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Board securely storing my name and contact details provided above for the purpose of considering my application.	<input type="checkbox"/>	<input type="checkbox"/>
B	I consent to BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Board or its agent seeking further information relating to my good character including, but not limited to, collecting information relating to (i) to (vii) below:	<input type="checkbox"/>	<input type="checkbox"/>
(i)	my financial circumstances including whether I currently am, or ever have been, bankrupt;	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	criminal proceedings that I may be or have been the subject of;	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	any current or past convictions for a criminal or civil offence against me except in relation to a conviction that is spent under Part VIIC of the <i>Crimes Act 1914</i> ;	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	any inquiries in relation to me by a professional association, corporate regulatory agency or consumer organisation;	<input type="checkbox"/>	<input type="checkbox"/>
(v)	any investigations in relation to me by a Department or Agency of the Commonwealth or a state or territory of Australia;	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	any terminations of employment or complaints investigations against me which were the result of a disciplinary or misconduct issue	<input type="checkbox"/>	<input type="checkbox"/>

*Please provide reasons for not consenting to any items:*

If appointed as an Subcommittee Member: <i>Please tick the box to indicate your consent to the following items.</i>		I consent <i>(please click)</i>
C	I consent to the BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Board publishing my name and other relevant background information as provided above on their website in the context of my role on the Baaka Cultural Centre Subcommittee	<input type="checkbox"/>
D	I understand that by publishing my name on the Baaka Cultural and Arts Centre website, the Board has no control over its subsequent use and disclosure.	<input type="checkbox"/>
E	I consent to the BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Board publishing my name as provided above in promotional documents including brochures produced by the Board in the context of my role on the Baaka Cultural and Art Centre Subcommittee where required.	<input type="checkbox"/>

### Private Interests Declaration

Please answer the following questions by ticking the reply that applies to your personal circumstances.

If you answer 'yes' to any question, please provide details on the next page. Please note that answering 'yes' to any question does not necessarily preclude you from being appointed.

Your response will be treated as confidential and will only be used for purposes connected with this proposed appointment. Note: Processing of your application will be delayed if details are not provided with this form.

*\* responses to all items below are mandatory*

1.	Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by the Spent Convictions Scheme (see VIIC of the <i>Crimes Act 1914</i> )?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3(a)	Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1996</i> (the <i>Bankruptcy Act</i> ) or entered into a personal insolvency agreement under Part X of the <i>Bankruptcy Act</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b)	If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the <i>Bankruptcy Act</i> or entered into a personal insolvency agreement under Part X of the <i>Bankruptcy Act</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		N/A <input type="checkbox"/>	
4.	Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility ever gone into receivership or a similar scheme or arrangement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding debts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Have you ever been dismissed from employment because of a discipline or misconduct issue?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you or your immediate family have any financial interest in any company or business, or are you or your immediate family employed or engaged by any company or business, which might have dealings with, or an interest in the decisions of, the office to which you may be appointed? If yes, include advice on the next page on how this conflict of interest would be managed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Are you a lobbyist registered on the Australian Government's Lobbyists Register or the register of a state or territory?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Is there any other information which could be relevant to your suitability for the proposed appointment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Private Interests - Details

*If you answered 'yes' to any question in the Private Interests Declaration, please provide relevant details here:*

## DECLARATION

I advise that to the best of my knowledge my private, business and financial interests, including taxation affairs, would not conflict with my public duties or otherwise cause embarrassment to myself or to the BAAKA CULTURAL CENTRE WILCANNIA ABORIGINAL CORPORATION Board during my term of appointment. I also undertake to advise the Chairperson of the Baaka Cultural Centre Board should a situation arise in the future which might cause conflict of interest with my responsibilities under this appointment.

I declare that the information provided in this Private Interest Declaration statement is true and correct. I am authorised to make this declaration.

*Note: Submitting this form from your email address will be taken as your 'electronic' signature OR you may also include a scanned signature below.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_