

Ku-ring-gai Council

ARTS AND CULTURE ADVISORY COMMITTEE

Terms of Reference

Role of the Committee

The primary roles and responsibilities of the Arts and Culture Advisory Committee are to:

- Contribute to the development and enhancement of a strong, recognisable profile for arts, music, culture and innovation in Ku-ring-gai that reflects the local identity, diversity and values of the community.
- Provide input and assistance into the development and implementation of objectives and strategies within Council's Community Strategic Plan.
- Contribute to and provide feedback on activities, forums, projects, programs and events relating to arts and cultural communities.
- Provide input into wider policies, plans and services that impact arts and cultural industries within the community.
- Facilitate communication between community representatives, cultural organisations and Council in arts and cultural related disciplines and assist in gathering input from the local creative community for future cultural planning initiatives.
- Facilitate networks and partnerships that encourage and support creative initiatives, stimulate cultural economy, express cultural diversity, enhance public places and increase community connectiveness.
- Advocate for local artists and creative producers in developing a strong cultural identity which will enhance the liveability and wellbeing of local residents.
- Advise and share relevant information and facilitate partnerships with arts and cultural groups through capacity building and increased community connections.

Committee Members

The Arts and Culture Advisory Committee members will represent the community in an advisory role to Council. Committee members will provide specialist knowledge and diverse perspectives about creative practice, arts, music, cultural activities relevant to Council's key strategies and policies, and events and programs.

Membership

Membership of the Arts and Culture Advisory Committee will be comprised of:

- Any interested Councillors, including the Mayor.
- A maximum of fifteen (15) community members representing a range of arts and cultural groups which may include experience and/or membership of arts and cultural organisations within, but not limited to the following fields:

- Arts education
 - Arts venues, festivals and events
 - Film, television and digital arts
 - Literature and writing
 - Theatre performing arts and dance
 - Visual arts including painting and sculpture
 - Music and musicians
 - Indigenous arts and artists.
- Other members may be co-opted from time to time if required with specific, knowledge, expertise or qualifications pertaining to arts and cultural communities.

Community members are to be appointed by resolution of Council following an Expression of Interest process.

The following Ku-ring-gai Council staff will be available to attend the Committee meetings and will provide professional advice and administrative support:

- Director Community
- Manager Library and Cultural Services
- Manager Visitor Experience and Events

A Committee facilitator will be provided along with other staff members as required.

Term of Membership to Committee

The term of office for committee members will be for the term of Council, plus up to 6 months to allow time for the incoming Council to make new appointments. At the expiration of the term, members will be eligible for re-appointment, subject to referral to Council for its consideration and resolution. Membership of the Committee can be withdrawn by resolution of Council. Council staff representation will be appointed by the General Manager.

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If a member misses three (3) consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant.

Councillors who are not formal members of the Committee are invited to attend meetings as observers.

Chairperson

The Chairperson of the Committee is the Mayor, or a Councillor as nominated by Council.

The Chairperson is to be elected by Council for the same period as the term of office of the Mayor. If the Chairperson is not present at the time designated for the meeting, the Deputy Chairperson shall take the responsibilities of the Chairperson.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the agenda.

The Chairperson has the discretion to exclude a member of the Committee if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council meeting.

Deputy Chairperson

The Deputy Chairperson of the Committee will be a Councillor as nominated by Council.

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council who will be responsible for coordinating the preparation of agendas, invitations, and minutes of the Committee.

The Facilitator will be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee in consultation with the Chairperson and other staff.

The Facilitator will also be responsible for arranging induction, training and support required by the Deputy Chairperson to fulfil the role.

Delegation

No delegation. The committee is an advisory body only and has no decision-making authority. It cannot commit Council to a course of action or direct Council staff.

Voting

No formal voting rules apply as the Committee has an advisory role only, and its recommendations are made by consensus. No recommendation from the Committee will be deemed to be a decision of Council. Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Committee.

Quorum

The Quorum will be five (5) members (including the Chairperson or Deputy Chairperson).

Meetings

Meetings will be held quarterly, or as determined by the Chairperson.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off, should give consideration to operational requirements, and be agreed upon by the majority of Committee members.

The Committee Facilitator will produce a draft agenda in consultation with the Chairperson. Committee members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during a meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The agenda and meeting papers shall be circulated to members at least three (3) days prior to meeting. All agendas will be published on Council's website. Each meeting shall be properly recorded by the taking of minutes.

Each meeting will start and finish at the scheduled time. The Chairperson may consider a motion to extend a meeting for up to 30 minutes. Matters listed on the agenda that are not dealt with by the conclusion of the meeting will be carried forward to the next meeting of the committee.

Where a matter requires the Committee's consideration between meeting cycles (e.g. time constraints), the matter may also be referred informally to committee members, for guidance or advice.

Attendance by audio-visual link

Members of the committee may attend meetings by audio-visual link, in accordance with the Council Advisory and Reference Committee Guideline.

Communication and Reporting

The Minutes of the Committee shall be reported to Council following the meetings.

The Minutes of the meeting shall be circulated to all members within seven (7) working days following the meeting. Any questions regarding the Minutes are to be referred immediately to the Committee Facilitator and if any error in the Minutes is confirmed by the committee, the Committee Facilitator shall arrange to make the appropriate changes.

Code of Conduct, Confidentiality, and other Council policies

The Ku-ring-gai Council Code of Conduct applies to all members of advisory and reference committees.

All Committee members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Code. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

Each Committee member shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The Committee may be dealing with limited confidential information. Committee members will be required to complete appropriate disclosure forms.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.