

Arts and Culture Advisory Committee

TERMS OF REFERENCE



Committee Name	Arts and Culture
Committee Type	Advisory
Responsible Section	Community Development
Document ID	467376
Date Adopted	15 February 2022 (22/045)
1. Purpose	<p>The Arts and Culture Committee is formed to develop arts and cultural outcomes for the Narrandera Shire:</p> <ul style="list-style-type: none"> • provide advice to Council on the preservation and recognition of cultural and heritage values • develop/guide arts and cultural development in the Shire • to promote arts and cultural activity in Narrandera Shire • provide advice/recommendations to Council on further development of the Narrandera Arts and Community Centre (NACC) and other cultural infrastructure within the Narrandera Shire.
2. Establishment	<p>Arts and Culture Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.</p> <p>Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.</p> <p>The Arts and Culture Committee as a Committee of Council is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none"> • Council's Code of Conduct
3. Volunteer Groups	<p>The Committee will be responsible for liaising with the following arts organisations:</p> <ul style="list-style-type: none"> • Narrandera Arts and Creative Network (NACNET) • Western Riverina Arts • LCAIN
4. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteer Groups to ensure that the interests of their particular area are adequately represented • Contribute to the development and delivery of the Narrandera Shire Cultural Plan that increases participation in arts and cultural expression • Contribute to the development of a public cultural strategy for arts installation in public spaces that reflects the community • Liaison with Volunteer Groups to ensure that the interests of their particular area is adequately represented • Provide advice to Council on the preservation and recognition of cultural and heritage values

	<ul style="list-style-type: none"> • Contribute to the development of policies to guide arts and cultural development in the Shire • Contribute to the development of a marketing plan to promote arts and cultural activity in Narrandera Shire • Provide advice to Council on further development of the Narrandera Arts and Community Centre (NACC) and other cultural infrastructure within the Shire. • Identify users and opportunities within the parameters set out in the NACC User Guide for use of the NACC • Develop community pride and ownership of the NACC and other cultural infrastructure • Promote the involvement of volunteers with arts and cultural activity within the Shire • Assist with the identification of funding opportunities for the ongoing development of arts and culture in Narrandera Shire including the further development of the Narrandera Arts and Community Centre
<p>5. Objectives from the Community Strategic Plan (CSP)</p>	<p>The objectives of the Arts and Culture Advisory Committee align with the following objectives from the CSP:</p> <ul style="list-style-type: none"> • To advocate for quality educational and cultural opportunities: <ul style="list-style-type: none"> 9. Develop a Narrandera Shire Arts Strategy to increase community participation in arts and cultural activities • To feel connected and safe: <ul style="list-style-type: none"> 16. Encouraging the community to initiate the development of innovative and regular events. 17. Support community groups where possible to remain functional into the future. 18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees <p>For more information refer to the 2017-2030 Community Strategic Plan available via Council website:</p> <p>The objectives of the Arts and Culture Advisory Committee align with the following objectives from the Cultural Plan:</p> <ul style="list-style-type: none"> • Work as an enabler and learner to implement the Cultural Plan 2021-2031 Delivery Program.
<p>6. Membership</p>	<p>The Committee is to consist of a minimum of six (6) members:</p> <ul style="list-style-type: none"> • Five (5) Community representatives • Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term • Committee members shall: <ul style="list-style-type: none"> o Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate) o Read Business Papers in advance and undertake necessary research. o Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members. o Participate in discussions and decision making. o Follow through actions minuted and subsequently adopted by Council.

<p>7. Method of Determining Members</p>	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> • Review previous nominations • Nominations of interest advertised via social media, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee
<p>8. Office Bearers</p>	<p>The Committee will elect the following office bearers:</p> <ul style="list-style-type: none"> • Chairperson – elected annually at AGM from the Community representatives <ul style="list-style-type: none"> ○ Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate. ○ Ensure preparation of agenda before the meeting. ○ Approve meeting minutes prior to distribution. ○ Represent the Committee as spokesperson. • The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
<p>9. Term</p>	<p>The Committee is established for the term of Council, plus three (3) months.</p>
<p>10. Meetings</p>	<p>Meetings are held on a quarterly basis, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
<p>11. Quorum and Voting</p>	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus • Council staff do not have the authority to vote on issues.
<p>12. Reporting Requirements</p>	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting
<p>13. Termination of Membership</p>	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • resigns by notifying the Committee and Council in writing

	<ul style="list-style-type: none"> • fails to advise of an absence of up to three meetings in a calendar year • fails to comply with Council's Code of Conduct • holds any office of profit under the Committee • fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • dies • becomes a mentally incapacitated person • becomes bankrupt • or if Council passes a resolution to remove the member from the Committee.
14. Executive Support	<p>Council's Community Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Provide and/or collect reports for compilation of the Agenda • Compile and circulate agendas, attend meetings, compile and distribute minutes • Monitor and follow-up Action Report • Compile the Annual Report of the Committee in conjunction with the Chair • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility <p>Council's Governance team will:</p> <ul style="list-style-type: none"> • Oversee the recruitment, selection and appointment process for Committee membership • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance
15. Committee Review	Annual review of Committee need and objectives.
16. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

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