



Arts and Culture Advisory Committee

Terms of Reference

Adoption Date:	27 March 2023
Reports to Committee:	Finance, Community & Services Committee
Last Reviewed:	March 2023
Next Review Date:	September 2024
Division/Department:	Community & Customer Experience / Community & Culture / Woollahra Libraries
Responsible Officer:	Manager Community & Culture / Manager Woollahra Libraries
HPE CM Record Number:	23/85318

Contents

1	Who are we	3
2	Background	3
3	What We Do	3
4	Advisory Committee Performance	4
5	Membership	4
6	Quorum	4
7	Strategic Advice	5
8	Term of Advisory Committee Membership	5
9	Delegation Authority	5
10	Meeting Procedures	5
11	Duties	6

1 Who are we

We are the Arts and Culture Advisory Committee (the Advisory Committee).

2 Background

The Advisory Committee was established by Council resolution on 10 October 2022, with the aim to merge the previous Cultural Committee who supported Council in promoting arts, artists and cultural development within the local community, and the former Woollahra Plaques Advisory Committee who advised Council on nominations for plaques to commemorate significant people or events in the Woollahra Municipality.

This new Committee will be a more strategic oriented Committee to meet Council's vision of: *"creating a thriving, inclusive, sustainable and resilient community that will benefit future generations"*.

3 What We Do

Our purpose is to support the Council in the development, delivery and implementation of actions and priorities identified in the Arts and Culture Strategy. This strategy will provide a long term vision for creativity and culture in the Woollahra Local Government Area (LGA) and a roadmap for Council, the community and our partners to work together towards an inspiring, innovative and engaging arts and cultural life for the LGA.

The Advisory Committee members represent the community in an advisory role to Council. Committee members provide knowledge and diverse perspectives about creative practice, arts and cultural activities, and events and festivals including acknowledgement of historical people and events across the Woollahra LGA.

Our objectives are to:

- Provide guidance and direction into the development and implementation of the Arts and Culture Strategy;
- Provide guidance and advice on Council Events and Festivals including policy and guidelines;
- Assist with the implementation of the Donations and Sponsorship Policy by identifying donors and sponsors for Arts and Culture within the Woollahra LGA;
- Provide input into Council's consideration of priorities for innovation, arts and cultural development within the parameters of Council's strategies and policies;
- Facilitate strong partnerships and communication between community representatives, cultural organisations and Council in arts and cultural related matters to facilitate growth and increased awareness for the arts and cultural sector;

- Build good community connections;
- Create champions or ambassadors on the Committee's subject area; and
- Advocate and promote the Committee's subject area.

4 Advisory Committee Performance

Every two years, the performance of the Advisory Committee will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Advisory Committee is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Advisory Committee may be required.

5 Membership

The Advisory Committee will consist of:

Woollahra Councillors

- The Mayor of Woollahra (ex-officio);
- Up to three (3) Woollahra Councillors.

Council Staff

- Director, Community and Customer Experience
- Manager, Community and Culture
- Manager, Woollahra Libraries
- General Manager (optional)
- Relevant Council staff will attend meetings to provide advice as required.

Business Representatives

- Up to six (6) industry professionals and others who have expertise and experience in the advancement of arts and culture.

Community Representatives

- Up to two (2) community representatives with relevant interest and experience.

6 Quorum

A minimum of two (2) Councillor members of the Advisory Committee shall constitute a quorum for a meeting.

7 Strategic Advice

The Advisory Committee may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement Council may have with such an organisation.

8 Term of Advisory Committee Membership

The term of the Advisory Committee membership will run concurrently with the term of the Council, with the exception of Councillors who will be appointed by the Mayor annually when Council considers all committee appointments.

The staff membership will be at the discretion of the General Manager.

9 Delegation Authority

The Advisory Committee is an advisory committee only and has no delegated authority. The activities of the Advisory Committee will be reported to the Finance, Community & Services Committee as required. The Advisory Committee cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff.

The Advisory Committee notes the operation of the Public Art Panel, and the Woollahra Small Sculpture Prize Committee and is obligated to remain informed of their activities and recommendations.

10 Meeting Procedures

1. The frequency of meetings of Advisory Committee will be at the discretion of the Chair with not less than one meeting to be held per quarter. Meetings will either be held at Woollahra Council Chambers, or online.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Advisory Committee, not less than seven (7) days prior to the meeting.
3. Members of the Advisory Committee are requested to advise Council if they are not able to attend any meeting by contacting the appropriate Council staff prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.
5. Presentations to the Advisory Committee will be permitted at the invitation of the Chairperson. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.

6. Arrangements may be made for meetings to be conducted and/or attended electronically including attendance by invited guests. The confirmation of the minutes of meetings may also be conducted electronically. This will be at the discretion of the Chair.
7. Administrative support will be provided by Woollahra Council staff.

11 Duties

All Advisory Committee members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

Chair

1. The Chair shall preside at all meetings of the Advisory Committee.
2. The Chair will determine the frequency of meetings. At the end of each meeting consideration is to be given to the date of the next meeting.
3. In the absence of the Chair, the Advisory Committee will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Advisory Committee Members

1. All Advisory Committee members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.
2. Act in a manner consistent with Woollahra Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.
3. Non-Councillors who are members of the Advisory Committee are voluntary.

Staff

1. Advisory Committee meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. It is preferable that a minimum of two (2) staff attend meetings, with one to be a senior staff member.
2. The responsible staff member shall see that meeting notices, agendas and other information are forwarded to all Advisory Committee members at the appropriate times.
3. The responsible staff member shall submit all minutes of the Advisory Committee meetings to the Finance, Community & Services Committee for consideration and appropriate action.

Terms of Reference Amendments

Date	Responsible Officer	Description