

TERMS OF REFERENCE

CULTURAL AND EVENTS
ADVISORY COMMITTEE

August 2022



PREAMBLE

Hunter's Hill Council celebrates the arts and culture with a lively calendar of events and activities, including the annual Hunters Hill Art Exhibition (**Exhibition**), and actively seeks and enables community participation in the planning and delivery of such events.

1 NAME OF THE COMMITTEE

The name of the committee is: the Cultural and Events Advisory Committee (**Committee**).

2 STATUS AND COMMENCEMENT OF THE COMMITTEE

The Committee is an advisory committee of Council formed to achieve the objectives and perform the functions set out in these terms of reference.

The Committee has no decision-making powers but can make recommendations to Council in relation to matters arising from the objectives and functions.

3 DEFINITIONS

Art(s) means and includes the visual, performing and literary arts.

Culture means and includes our diverse heritage and avenues of expression through arts, architecture, history, language, education, the built and natural environment, leisure, work and daily life. (Australian Local Government Association – Arts and Culture Policy Position – September 2020).

4 OBJECTIVES

The objective of the Committee is to provide a formal mechanism for Council to consult with key stakeholders, seek advice and assistance from the community and enable community participation in the preservation, development and promotion of the arts and cultural services in the Municipality of Hunters Hill.

5 FUNCTIONS

The functions of the Committee are to:

- provide comment on Council policies and strategies in relation to arts and culture, including public art, creative infrastructure and cultural services such as libraries, social and educational events and activities

- provide advice to Council on the development and delivery of an annual program of art and culture events and activities
- facilitate communication and consultation processes with arts and culture practitioners, organisations, industries and residents
- coordinate community participation in and assistance with the planning and delivery of art and culture events and activities
- establish an Arts Advisory Steering Committee dedicated to the celebration of local art through the delivery of an annual Hunters Hill Art Exhibition (**Exhibition**).

6 MEMBERSHIP

6.1 Members, Chair and Secretary

10 members comprising:

- 1 Councillor elected by Council to chair the committee (**Chair**)
- 1 other Councillor elected by Council as alternate Chair
- community representatives appointed by Council from public nominations

The General Manager shall nominate a suitably qualified Council Officer to attend Committee meetings as standing invitee to provide technical advice and assistance.

Volunteers and other advisors may attend the Committee meetings from time to time by invitation of the Committee for the purpose of consultation but are not entitled to vote. Non-member Councillors may attend the Committee meetings at any time but are not entitled to vote.

The General Manager shall appoint a Council Officer to provide secretarial support to the Committee (the **Secretary**).

6.2 Selection Criteria

Community representatives of the Committee shall be appointed by public nomination in accordance with Policy Guideline 3 of Council Policy No CORP.S.23 Committees Policy.

A community representative must not be a currently serving Councillor.

6.3 Term

Members shall be appointed for a term commencing on the date of their appointment by Council until the day before the date of the next General Election of Council.

6.4 Vacancies

Council may, at its discretion, approve the filling of any vacancy in the membership of the Committee.

A member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their membership position declared vacant.

6.5 Removal of Member

Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

7 MEETING PROCEDURE

7.1 Quorum

The quorum is a majority of the members of the Committee who are entitled to vote.

7.2 Decisions

Decisions will be made by a majority of members present and voting.

7.3 Frequency

The Committee will meet not less than 4 times a year and more frequently as required.

7.4 Notice of Meetings

The Councillor members of the Committee, in consultation with Council Officer nominated as standing invitee advisor by the General Manager, will finalise the agenda before each meeting. Members may suggest additional agenda items and may raise at any meeting items not on the agenda.

A notice of each meeting confirming the date, time, venue and agenda will be approved by the Chair of the Committee and forwarded to each member and the General Manager generally not less than 3 business days prior to the date of the next meeting by the Secretary.

Meetings may be held by using any technology or combination of technologies and in person attendance which permits each person participating in the meeting to communicate with every other person participating in the meeting.

8 REPORTING

The discussions and resolutions of the Committee will be recorded in minutes kept by the Secretary.

The Secretary will prepare and circulate minutes of meeting to all members within a reasonable time after each meeting.

Following each meeting the Secretary, in consultation with the Chair, provide a summary report outlining the main discussion topics, including the minutes and resolutions for consideration by Council.