

# ARTS AND CULTURAL ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. NAME

The Advisory Committee shall be known as the Arts and Cultural Advisory Committee (ACAC).

### 2. AIMS

Randwick City Council values the positive impacts that art and cultural activities have on the social well-being of its local communities. The Arts and Cultural Advisory Committee (ACAC) has been established to advise Council on its public art, place-making and cultural initiatives. ACAC's focus will be on issues and opportunities that are relevant across the entire City. Members of the ACAC are drawn from a diverse range of arts and culture stakeholders with knowledge, expertise, and experience in their respective disciplines.

### 3. OBJECTIVES

- To advise and support Council in matters regarding arts and cultural initiatives and activities
- Provide informed local community input, and advice on the development of the Council's cultural arts policies and strategies
- Identify ideas and opportunities, and make submissions for the Council's consideration relating to the implementation of its cultural arts and related educational projects

### 4. DETERMINATIONS

The committee shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Randwick City Council. The Committee has no delegated decision making power from Council.

### 5. MEMBERSHIP

#### Community representatives

The Committee will consist of no fewer than six (6) community representatives with expertise in the practice of the arts or in arts administration, and two (2) Councilors. Community representatives will be sought on the basis of their specific expertise and involvement in a range of cultural practices:

- Performing arts (music, dance, drama, film)
- Literature
- Visual arts
- Aboriginal arts, culture and heritage

#### Council elected representatives

Two council elected members have been nominated to the ACAC whose primary role is to assist in the liaison between the Committee and Council. A council elected member shall assume the role of Chairperson for all meetings except where that person is an apology in which case the Committee will appoint an alternative Chairperson for that meeting.

### Council staff

Two council staff to perform a secretariat support roll at meetings and provide information to the committee as required.

### Sub-Committees

The Committee shall appoint such sub-committees as it considers necessary provided that all actions of such sub-committees are approved or confirmed by the Committee.

## **6. RESPONSIBILITIES OF MEMBERS**

Members will be asked to conduct consultation with their own networks, schools and circle of friends to gauge response and enhance decision-making by ACAC.

ACAC is a working committee, it is therefore anticipated that some tasks will need to be undertaken by members outside of meetings.

## **7. ELIGIBILITY FOR APPOINTMENT**

- The Committee will meet at least four times a year. Nominees must be able to attend these meetings in order to nominate or retain their committee membership. Applicants must be a local resident of Randwick City, or a person who teaches or works in the cultural arts in the Randwick LGA.

Appointments to the Committee must demonstrate:

- Experience and expertise in their chosen field
- Good knowledge and understanding of the local issues that are relevant to the arts and culture
- Ability to represent a broad range of views that reflect the diversity of the community, and constructively participate in an advisory capacity

## **8. TENURE OF MEMBERSHIP**

The tenure of membership will be for the duration of a Council term. Members may re-nominate for a further term.

The Committee through a group vote may at any time recommend to Council the removal of a member of the Committee but shall observe the principles of natural justice and be respectful of their rights

The Committee may call for nominees to fill a vacant position mid-term via an EOI process to be conducted by Council staff.

## **9. PROCEDURES AND PROCEEDINGS**

The Committee's quorum shall include half the members plus one. In relation to any procedural matter, the ruling of the Chairperson shall be final.

## **10. NOTICE OF ORDINARY MEETINGS**

Members of the Committee shall receive at least ten working days written notice of meetings and such notice shall include an agenda for that meeting. Meetings may be in person or via the internet.

## **11. MINUTES OF MEETINGS**

Minutes of meetings will be made available to any interested residents for inspection and will be published on Council's Internet web site.

## **12. NOTICE OF SPECIAL MEETINGS**

Should the need arise for a special meeting to consider an urgent matter, a special meeting to consider only that particularly urgent matter may be called by the Arts and Cultural Project Officer.

## **13. ATTENDANCE AT MEETINGS**

Members may, in consultation with the Committee, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

## **14. GUIDING PRINCIPLES OF BEHAVIOUR**

- We are inclusive, open minded and respectful of everyone's perspective
- We put our personal agendas aside and provide advice for the greater good of Randwick City's community
- We are realistic about what we can achieve
- We have a strong focus on outcomes
- We represent and commit to the value of the committee
- We are punctual, well prepared, and timely with responses and we follow through

ACAC members will abide by the Council's Code of Conduct, which sets out the requirements of conduct for committee members in carrying out their functions. The Code of Conduct covers the following principles:

- General conduct obligations
- Conflict of interests
- Personal benefit
- Relationship between council officials information and council resources
- Maintaining the integrity of this code

## **15. AMENDMENTS TO TERMS OF REFERENCE**

These Terms of Reference shall only be amended by a resolution by Randwick City Council.