

Federation Arts and Cultural Advisory Committee Terms of Reference - Interim Review November 2020

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1. Context

Federation Council represents a broad range of people who engage in diverse cultural and artistic expressions, activities and events.

There are numerous ways in which people in Federation area participate in the arts; as passive observers, audience members, appreciators, supporters, administrators, group members, students, teachers, enthusiasts, creators and performers, professionals and businesses.

Culture encompasses diverse avenues of expression in architecture, arts, history, language, education, leisure, work and daily life. It's all about our ability to 'tell our story' - an essential and defining human characteristic.

Considered in its broad meaning, the arts can include a range of activities and interests by groups and individuals including, but not limited to, all types of performance, singing, music, sound, dance, visual arts, public and street art, design, architecture, history, language, literature, photography, film and digital.

2. Role of Council

The Federation Council is committed to celebrating the areas rich culture and heritage. Council considers the arts to be an important element in community strengthening and encourages participation in the arts to contribute to health and well-being.

Councils are vital in enabling local people to participate in artistic and cultural expression. In a climate of expanding global homogeneity, local production and participation is increasingly important.

Councils serve important roles in delivering, funding, hosting, supporting and promoting arts and culture in their communities

3. Purpose of the committee

The Federation Arts and Cultural Advisory Committee members are representative of the local community, acting in an advisory role to Council through the provision of strategic advice and informed feedback about arts and cultural development in the Federation Council area.

4. Objectives

The objectives of the Federation Arts and Cultural Advisory Committee includes the following:

- Provide strategic advice, advocacy and recommendations to Council on arts and cultural policy, issues and priorities.

- Facilitate formal and informal communication and consultation processes with local arts and cultural interest groups, organisations and residents.
- To listen to other people within the community and bring their views to the group for discussion.
- Provide feedback to the community what happens in the meetings and what they should know about and get involved in.
- Respond to enquiries from the Council regarding specific arts and cultural issues in the Federation Council area.
- Provide information to support decisions Council needs to make on behalf of the wider community.
- Support Council to raise funds through other sources such as grant funding or fund raising to support initiatives.
- Work with individuals, artists, communities and Council to help develop the arts and cultural life in the Federation community.
- Promote participation in a diversity of local arts and cultural activities.
- Advise Council on effective marketing and visitor attraction strategies for arts and cultural venues and programs.
- Support the use and promotion of the Corowa Arts Space.
- Actively participate in the planning and delivery of arts and culture projects and events
- Provide information to Council on issues related to the Federation Council's Art Collection.
- Support Council in a manner that is consistent with Council values and decisions of Council.
- Observe requirements of the WHS Legislation, relevant to the position and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe and abide by appropriate Federation Council Policies and Procedures regarding day to day operations including Council's Public Arts Policy, Equal Opportunity, Social Media Policy, Media Policy and Code of Conduct.

Council will ultimately determine the matters having regard to the advice of the Federation Arts and Cultural Advisory Committee.

5. Selection Criteria

This Members will be selected based on the following criteria:

- Reside in the Federation Council area (except the Indigenous advisor position due to the possibility that expertise in this area may not reside within Federation Shire).
- Have an association with and understanding of the arts and cultural aspects of the Federation community.
- Have familiarity with Council's arts related policies, and a knowledge of Council's current arts and cultural activities and events.
- Ability to work with Council to shape policy direction and identify opportunities to grow and promote arts and culture across the Federation Council.

- Have a strong network in the community and represent the community broadly
- Ability to work with other people and in a team.

6. Selection Process

The Federation Council will call for nominations from the general public via the following media:

- Via local media outlets.
- Inclusion in the Federation Council snippets.
- Notices to a wide range of community and interest groups.
- Council website and Facebook page.

Candidates for appointment must lodge a written and signed Application Form with the Federation Council.

All members (with the exception of the Chairperson) will be selected via a nomination process.

Following the closure of nominations an assessment panel made up of the Chairperson and Council officers will be convened to decide on the selection of representatives to fill vacancies.

7. Membership

The Federation Arts and Cultural Advisory Committee will comprise of

1. A Councillor, delegated by the Mayor.
2. A Council Officer who will facilitate the committee.
3. A core membership of fourteen (14) members from the community reflecting:
 - A diverse range of interests and experience, to provide a balance of arts and cultural disciplines including but not limited to the portfolio areas of:
 - performing arts
 - visual arts
 - literary arts
 - cultural arts
 - historical arts.
 - Representation of all levels of involvement from recreation to professional.
 - Representation of the different demographics within the Federation Council (for example different cultural communities, young people, older adults, people with a disability),
 - A dedicated position for an indigenous advisor (due to the specialist expertise required, this position may need to be sought from outside the Shire).
 - The geographic diversity of Federation Council with, where possible, a maximum of three (3) from any major town such as Corowa, Howlong, Mulwala and Urana and one (1) from each village.

The Federation Arts and Cultural Advisory Committee members volunteer their services as a member.

Additional persons may be invited to attend meetings at the discretion of the Advisory Committee.

All members represent the community interest and not individual or sectional interests.

Council's nominated Council staff member will be the Chairperson. In the event of the Chairperson being unable to attend a meeting, the Councillor will act in their place. Where no Councillor is present, the Committee will appoint a Temporary Chairperson for that meeting.

8. Establishment and Dissolution

Federation Council resolved at the Ordinary Council Meeting on December 18 2018 to establish an Arts and Cultural Advisory Committee.

The Federation Arts and Cultural Advisory Committee may be dissolved by resolution of Council.

9. Term of Appointment

The term of appointment will be a two (2) year period, with the option for renomination for current members.

Council will call for Expression of Interest at the commencement of each term.

For the current memberships a term will be a two year period from June 2019 to June 2021. With potential new and re-appointments from June 2021 to June 2023.

For the eight (8) new positions the term will be a twenty eight (28) month period from February 2021 to June 2023.

Candidates for appointment must lodge a written and signed Application form with the Federation Council.

Any member may resign at any time by advising his or her resignation to the Advisory Committee in writing.

A member who is absent for more than two consecutive meetings without leave or reasonable excuse may be asked to explain their absence to the Advisory Committee.

If an Advisory Committee member is absent without leave or reasonable excuse that is accepted by the Advisory Committee, the Advisory Committee may via the Facilitator request that Council declare the position vacant.

In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. This will be determined by Council's Code of Conduct and all Council policies and procedures.

Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.

Where vacancies occur, the group may on the recommendation of the Facilitator, appoint additional members at any time.

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10. Code of Conduct

Members must abide by the Federation Council Code of Conduct at all times. Federation Council adopted the Model Code of Conduct for Local Councils in NSW in October 2019.

The Model Code of Conduct for Local Councils in NSW (“the Model Code of Conduct”) is made under section 440 of the Local Government Act 1993 (“LGA”) and the Local Government (General) Regulation 2005 (“the Regulation”).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

The Federation Code of Conduct is located on Council’s website
<https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

11. Meetings

The Federation Arts and Cultural Advisory Committee will meet bi-monthly (six meetings per year). Meetings will not exceed two hours in duration, unless otherwise advised.

Additional meetings will be called if required for a special purpose. Such meetings will be notified at least one week in advance

It is expected where possible, all members of the Federation Arts and Cultural Advisory Committee attend meetings for the duration of each, and participate in Arts and Cultural Working Groups as agreed. This may include providing input into specified projects.

A quorum for an Advisory Committee meeting is 50% plus one including at least (unless otherwise determined by Council):

- One Councillor
- Five community representatives.

12. Working Groups

The Federation Arts and Cultural Advisory Committee may use working groups to progress on a specific action or project.

The Facilitator of the Arts and Cultural Advisory Committee would act as the Convenor of the working groups.

Other community members may be co-opted into a Working Group and other group members may use their discretion to seek input from other people with knowledge or with an interest in the groups' specific interest or subject.

13. Attendance of Working Groups and Guests

The Federation Arts and Cultural Working Group members or guests will be invited to attend Arts and Cultural Advisory meetings as required, to either report on specific matters of interest or participate in discussion. Working group members and guests will be made to feel welcome and their contribution respected.

Working Group Members and guests will be provided with adequate notice and the agenda will reflect the attendance of a guest.

14. Chairperson

Meetings will be chaired by a Federation Councillor, nominated by Council on an annual basis. In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson's nominee or representative of Council.

OR

Meetings will be chaired on a rotation basis by each Committee member. In the event a Chairperson is absent, the Advisory Committee will nominate an alternate Chairperson for that meeting.

15. Administrative and Secretariats Support

A Council officer will resource the Advisory Committee.

This officer will provide administrative support to the Advisory Committee by:

1. Sending members notice of meetings with an agenda setting out the business to be dealt with at the meeting.
2. Attending meetings and taking minutes of proceedings.
3. Providing status reports on matters requiring action.

16. Agenda, Minutes and Materials

The Agenda, Meeting Minutes and Materials will be prepared by the Council Secretariat.

Agendas of meetings shall be forwarded to members at least two working days before the meeting.

All agendas, meeting minutes and materials will be stored electronically on Council's information management system (TRIM) and are subject to the Freedom of Information Act.

The group will utilise the Council Agenda Management Tool (refer 18/945) to identify agenda items. Items must be added by 5pm on the Thursday prior to the meeting.

17. Declaration of Interest

Members will declare any conflict of interest (i.e. potential financial or material gain arising from the Advisory Committee's decision), at the beginning of any meeting, consultation and decision-making process.

The member must leave the room and remain outside until the conclusion of discussion on the item.

18. Dispute Resolution

Dispute resolution will be processed in accordance with Council's Dispute Resolution Policy.

19. Decision Making Process

The Advisory Committee will seek to operate on a consensus basis unless bound by council Policy or Procedure etc.

Should a vote be necessary, all Advisory Committee members appointed by Council have voting rights. Council officers provide support and administrative services to the Advisory Committee only and do not have voting rights.

20. Delegated Authority

The role of the Advisory Committee is to provide information and advice to Council and it may only act within the Terms of Reference and procedural arrangements endorsed by Council.

In carrying out its responsibilities, the Federation Arts and Cultural Advisory Committee must at all times recognise the responsibility for management of the Federation Council rests with the Council and the General Manager, as provided in the Local Government Act 1993.

The Advisory Committee has no delegated authority to:

- Direct Council officers in the performance of their duties.
- Expend moneys on behalf of Council.
- Commit Council to any arrangement.
- Consider any matter outside its specific reference.

21. Publicity

Committee members, with the exception of the Chairperson, must not make any public comment about the Federation Arts and Cultural Advisory Committee or any discussions which take place in Committee meeting unless otherwise authorised by the Federation Council’s General Manager and Team Leader Communications.

22. Confidentiality

Committee members must not disclose information that they know, or should reasonably have known is confidential information.

Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.

Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.

23. Reporting to Council

Minutes will be recorded and circulated where relevant depending on items raised/addressed, for example to other Council staff. Should an item be one that requires the attention or action of Council, a separate report will be presented to a Council meeting.

A twelve (12) monthly report will be provided to Council at the end of each calendar year, showcasing achievements of the Committee.

24. Policy History

Version	Date	Changes / Amendments
1.0	06/2019	To be reviewed after one full term.
2.0	12/2020	Updates to membership terms and code of conduct requirements.

25. Reviews

The Federation Arts and Cultural Advisory Committee Terms of Reference will be reviewed in two years' time.

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