

Federation Arts and Culture Committee & Working Group

Terms of Reference

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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 and protecting our rich culture and heritage.

Council also considers the arts to be an important element in community strengthening and encourages participation in the arts to contribute towards positive 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 and information about arts and cultural development in the Federation Council area.

4. Objectives

Objectives of the Federation Arts and Cultural Advisory Committee include the following:

- As a Committee, work strategically with Council to advocate for arts and cultural developments including arts and cultural policies, reports and plans provided by the Council officer for comment.
- As a Committee, support the implementation of Council's Arts and Culture Strategy.

- The Committee to respond to enquiries from the council, including the provision of information to support Council considerations and decisions, in relation to arts and cultural opportunities and issues within the Federation Council area.
- As a Committee, provide information and ideas to Council in relation to effective marketing and visitor attraction strategies for arts and cultural venues and programs.
- Represent arts and culture on specialised council / project advisory committees where applicable.
- Encourage and support other community groups and organisations to build their skills in delivering arts and cultural activities.

Objectives of the individual Committee members include the following:

- Observe and abide by at all times requirements of the Work Health and Safety (WHS) Legislation, and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe and abide by at all times 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.
- Each member to at all times support and be respectful of each other, the Council and Council staff, and decisions of Council, in a manner that is consistent with all of the Council values.
- Through individual member networks, actively promote Council facilities, programs (such as the Federation Community Grants program) and other arts and cultural initiatives.
- Individual Committee members listen to and bring community ideas and information to the Committee that is consistent with priorities outlined in the Arts and Culture Strategy.
- Each Committee member to actively participate in the planning and execution of Council arts and culture initiatives, including projects and events.

Council will duly respect and consider information and advice provided by the Federation Arts and Cultural Committee. Your views will be considered in the context of Council's role, responsibilities, budget and operations. Please note: Any decisions on matters will ultimately be the decision of Council.

5. Selection Criteria

Members will be selected based on the following criteria:

- Live, work or actively engage in arts and culture within the Federation Council.
- 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 area.
- Have a strong network in the community and represent the community broadly, including demographics and geography.

- Ability to work with other people and as a considerate team member.

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's corporate website and Facebook page.

Candidates for appointment must lodge a written and signed on-line 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 (Counsellor) 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. Two Councillors, delegated under the Council Delegates to Reference/Advisory Groups/Organisations and Committees.
2. A Council Officer who will provide secretarial functions.
3. A core membership of up to fourteen (14) members who live, work or actively engage in arts and culture in the Federation Council 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 Council area).
 - The geographic diversity of Federation Council with, where possible, a maximum of two (2) from any major town such as Corowa, Howlong, Mulwala and Urana and a maximum of one (1) from each village where possible.

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

Additional persons may be invited to attend meetings. Approval must be requested prior, via the representative Council officer, and will be at the discretion of the Federation Arts and Culture Committee and Council.

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

Council's nominated Councillor will be the Chairperson. 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 Culture Committee.

The Arts and Culture 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.

The term will be a twenty four (24) month period from October 2021 to October 2023.

Candidates for appointment must lodge a written and signed online 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 a member is absent for more than two consecutive meetings the council office will endeavour to contact the member in regards to their absence. If no response is received after two attempts, the committee can raise this as an agenda item and request that the 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 Council officer, appoint additional members at any time.

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 quarterly. Meetings will average one hour and not exceed one and a half hours in duration, unless otherwise advised.

Additional meetings will be called, in consultation with the Chairperson, if required for a special purpose. Such meetings will be notified at least one week in advance by the council staff representative.

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

A quorum for Federation Arts and Culture Committee meetings is 50% plus one including at least (unless otherwise determined by Council) two Councillors.

12. Working Groups

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

The representative Councillors of the Arts and Cultural Committee would act as the Convenor of any working groups, with a Council officer providing Secretariat functions.

Other stakeholders including community members and organisation representatives, may be co-opted into a working group for the purposes of providing information and expertise, and/or assistance in developing initiatives, with prior approval required to be sought from the representative Council officer.

Other Committee and working 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

The Chairperson is elected on an annual basis as part of the Councillors' Representation on Committee election process with the elected Councillors being appointed to the role of Arts and Culture Advisory Committee Chairperson.

15. Administrative and Secretariats Support

A Council officer will provide administrative and secretarial support to the Federation Arts and Culture Committee:

1. In consultation with the Chairperson, develop an agenda with all items reflecting the objectives set out by Council for the Committee.
2. Send via email, notice of meetings with the agenda to Committee members.
3. Attending meetings and take minutes of proceedings.
4. Provide status reports on matters requiring attention and action.
5. Draw up minutes and distribute to Committee members within 7 days of the meeting date.
6. Issue any correspondence as required, including to Council for any actions required of Council.

16. Agenda, Minutes and Materials

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

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 (Content Manager) 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 Wednesday 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 Federation Arts and Culture Committee 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 Committee will seek to operate on a consensus basis unless bound by council Policy or Procedure etc.

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

20. Delegated Authority

The role of the 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 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 Committee or any discussions which take place in Committee meeting unless otherwise authorised by the Federation Council’s General Manager and Team Leader Communications. Refer to Council’s Media Policies and Protocols 16/10816.

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.
3.0	10/2021	Updates to Purpose of the Committee, Objectives, Selection Criteria, Membership, Term of Appointment

25. Reviews

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

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