

Cultural Advisory Committee - Terms of Reference

The Cultural Advisory Committee is a Special Committee of Council convened as defined under section 24(1) of the *Local Government Act 1993* (Tas).

PURPOSE:

The primary purpose of the Cultural Advisory Committee (the Committee) is to work in collaboration with the Council to provide Councillors and employees with strategic advice and informed feedback on matters pertaining to cultural development in the City of Launceston and the implementation of the Cultural Strategy. It also assists in promoting awareness and understanding of arts and culture in the City.

OBJECTIVES:

Objectives of the Cultural Advisory Committee are to:

- provide advice and support for cultural development within the municipal area, consistent with the Council's strategies and policies, including the implementation of City of Launceston's *Cultural Strategy 2020-2030*.
- advocate for the arts in Launceston.
- facilitate communication and joint initiatives between local business and industry, educational institutions, community groups and the Council in arts and cultural related disciplines.
- provide high-level advice to the Council on matters relating to public art and other commissions in the City of Launceston.
- advise the Council on delivering inclusive and diverse cultural services.
- promote integration across other committees and advisory groups of Council such as, but not limited to, the Heritage Advisory Committee, the Youth Advisory Group, the Access Advisory Committee and Aboriginal Reference Group.

MEMBERSHIP:

The Cultural Advisory Committee will consist of the following positions:

- Two City of Launceston Councillors, nominated and endorsed by Council, one of whom will be the Chair. If the Chair is not present at a Meeting, the other Councillor who has been appointed to the Committee shall Chair the Meeting.
- A maximum of up to eight skills-based members appointed by the City of Launceston will reflect:
 - a diverse range of expertise to provide a balance of cultural disciplines.
 - the capacity to consider the direction of cultural opportunities in a fair and equitable manner.
 - the ability to consider issues in a wider community context.
 - the awareness of arts and cultural activities, priorities and organisations in the municipality.
 - a mix of skills and attributes to complement other members of the Committee.
 - the diversity of the broader Launceston community.

All members are expected to use their experience, expertise and influence for the benefit of the wider Launceston community and not for their individual gain or for the gain of a particular organisation.

The Committee will be supported by:

- General Manager Creative Arts and Cultural Services Network;
- Cultural Place Development Officer; and

- One administration support staff officer.

The Council's Officers from the Creative Arts and Cultural Services Network and/or Liveable Communities will provide advice and/or assistance to the Committee. From time to time advice and support may be sought from other officers within the Council when their expertise is required.

SELECTION CRITERIA:

Aside from the two Councillors roles, which will be appointed by the Council, eligible members of the Cultural Advisory Committee will be selected based on the following criteria:

- professional experience working in a field such as Cultural Development, Place Making, Cultural Tourism, Cultural Events, Recreation and Leisure, Arts and Culture Marketing and Promotions, Community Arts or Community Engagement.
- practising artist or industry professional.
- a thorough understanding of the key issues and challenges experienced by community based arts and cultural groups and organisations, and local cultural service providers.
- a strong established network in the community.
- knowledge of local social, economic, cultural factors impacting the wider Launceston community.
- ability to work with the Council to shape policy direction and identify opportunities to grow and promote arts and culture across the City of Launceston Council.
- ability to work as part of a team.

SELECTION PROCESS:

The selection panel will include the Council's General Manager Creative Arts and Cultural Services, Manager Liveable Communities and the Cultural Place Development Officer. The Committee will assess the nominations against the selection criteria and recommend appointments to Council for endorsement.

TERMS OF APPOINTMENT:

- The term of appointment will be for a two year period.
- Members completing a two year term may re-apply for a further two year term.
- Members are appointed following a publicly advertised Expressions of Interest process, which will be advertised for a minimum of 14 days.
- Any member may resign at any time by advising their resignation to the Committee in writing.
- If a Committee member is absent without notification for two consecutive meetings, the Committee can request that Council declare the position vacant. When a vacancy occurs, the Chair is to report this to the Chief Executive Officer, who will determine the process for filling the vacancy.
- Members are not remunerated for their service to the Committee.

MEETING ARRANGEMENTS:

- The Cultural Advisory Committee will meet every two months and other times as required according to arrangements agreed to by the Committee. The schedule will be published following this agreement.
- Critical non-scheduled Meetings may take place if the matter warrants the urgency. The Committee will be notified of these as soon as possible by the Committee Officer/s. These Meetings should meet quorum requirements to proceed.
- Meetings will not exceed two hours in duration, unless otherwise advised.
- Agendas will be forwarded to members at least three working days prior to each Meeting.

- Minutes of the Meeting will be circulated to all members within 10 working days of each Meeting.

MEETING QUORUM:

An absolute majority, including at least one Councillor, is considered a quorum for Meetings of the Cultural Advisory Committee.

MEETING NOTICES:

Meeting Agendas, Minutes and Meeting papers will be distributed to all Committee members electronically at least four clear days of the scheduled Meeting.

HOW THE COMMITTEE WILL OPERATE:

The Cultural Advisory Committee:

- is an advisory body only that provides non-binding strategic guidance to the Council. The Committee does not have delegated authority from Council.
- will be coordinated by the Cultural Place Development Officer.
- may establish working groups as needed to address specific projects and may include additional people from the community where there is a specific need. Meetings for these groups will be held when required.

CODE OF CONDUCT:

All Committee members must adhere to the Code of Conduct for Committees. Councillors and the Council's Officers must also adhere to their relevant Code of Conduct. Members will demonstrate our values in actions. City of Launceston is a values-based organisation and we expect the members of our advisory committees to support our values.

CONFLICT OF INTEREST:

If a Committee member has an actual or perceived interest in a matter to be considered by the Committee, they must declare that interest prior to any discussion of the matter. Interests will be managed in a way that respects the Committee member and the operation of the Committee. In some circumstances, this will mean that a Committee member with a declared interest will be required to withdraw from the Meeting during the discussions of the matter.

The declaration of interest will be noted in the report outlining the Committee's Recommendation to Council.

RESOURCES:

The Council will provide an officer to organise meetings, take minutes and distribute follow-up actions to other officers.

REVIEW:

The Terms of Reference, including membership, will be reviewed at least every two years from the date of adoption of this version.

RELATED POLICIES AND PROCEDURES:

14-Plx-033 Code of Conduct for Members of Special Committees

22-PI-030 Code of Conduct Policy

14-Plx-029 Community Appointments to Advisory Committees Policy