

Arts and Culture Committee Charter

1. Introduction

This charter has been prepared for adoption by Council.

The Arts and Culture Committee (A&CC) is a committee of Council which has been established to strengthen communication and engagement between the arts community and Council for the strategic development and improved delivery of arts and culture activities across the City of Canada Bay. The A&CC is not a decision-making body of Council, however it provides an instrumental role in representing and raising issues direct with Council to inform strategic planning and development. It is also an advocate for the sector on behalf of the City.

2. Background

This Committee has emerged in response to a Council resolution at its meeting on 1 November 2021, relating to the delivery of culture including:

1. THAT Council support the formation of a City of Canada Bay Arts and Culture Committee, with representations from local arts community groups such as the Drummoyne Arts Society and local artists.
2. THAT Council request staff prepare a report for the next term of Council in respect of ideas and initiatives that can strengthen Council's arts and culture program and assist local artists.
3. THAT Council report on the establishment of an appropriate council creative arts centre, and sources of potential state and or federal government funding.

The role and function of the Committee was subject to extensive community and sector consultation as part of the development of the Cultural Plan 2033. The Arts and Culture Committee was established in 2023.

3. Core Objectives

The A&CC has been established:

1. To provide dynamic arts advocacy for the sector and around strategic matters affecting the program.
2. To encourage arts quality and innovation in the implementation of Council's strategies.
3. To engage local communities and visitors in arts and cultural activities.

4. Membership

- Two Councillors, one of which shall be the Mayor or nominee.
- The Mayor or nominee will chair the meetings.
- Two professional artists, art managers or equivalent will be appointed to provide sector expertise and meet skill sets identified by Council.
- Two First Nations artists, arts managers, cultural representatives.

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- Four community arts members will be appointed.
- Council's Arts and Culture Citizen of the Year (for the term of their appointment).
- Upon Council's adoption of Committees at the start of a new term of Council, membership for the A&CC will be for the duration of the Council term.
- Each term of membership (excluding the Arts and Culture Citizen of the Year position) shall be a maximum of four-year period aligned with the elected term of Councillors.
- Nominations for membership of the Committee (excluding the Arts and Culture Citizen of the Year position) will be publicly called from the community and business representatives, and representation will be determined by Council.
- The Chair can invite observers to the meeting when an item they have requested be discussed is listed on the agenda (observers are not members of the Committee).

The following table outlines the membership and representative positions available on the Arts and Culture Committee.

Presentation	Committee Members	Position
Councillors	2	Unpaid
First Nations Cultural representatives or art professionals	2	Paid
Artists	2	Paid
Community Organisation Representatives or community members	4	Unpaid
Arts and Culture Citizen of the Year	1	Unpaid

5. Member's Roles and Skills

- All representatives must live in or operate a business or organisation in the City of Canada Bay
- All community representatives must have a demonstrated connection to the sector and/or community.
- Paid members must have relevant experience, expertise or cultural knowledge.
- All members must contribute the time needed to understand the papers provided and apply good analytical skills, objectivity and judgment to the business of the Committee.
- Exceptional communications and advocacy skills are essential.
- Members must demonstrate leadership and advocacy skills.
- All community representatives must agree to their contact details being made publicly available to the areas they represent to assist members and stakeholders within the community to contact them and provide matters they would like their representative to bring to meeting agendas.

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6. Participation of Council Staff

Other Council Executive and/or staff may attend meetings as required.

7. Council support for the Committee

Council is responsible for providing administrative support for the meetings. This includes preparation and distribution of agendas, minutes, and other relevant information.

Council's main contact for the Committee will be the Manager, Place Management. They will initiate communication on behalf of Council, maintain a record of matters requiring documentation, prepare an update for each meeting and be responsible for the minutes of the meeting.

8. Media Protocol

Members of the Committee are not to speak to the media in their capacity as Committee members. The Mayor or the Chairperson of the Committee is the only person permitted to speak to the media on behalf of the Committee.

9. Declarations of Pecuniary Interest

A Committee member who has a pecuniary or significant non-pecuniary interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.

10. Declarations of less than significant non-pecuniary conflict of interests and participation in meetings

A member of the Committee who has a less than significant non-pecuniary conflict of interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered will disclose the interest to the meeting as soon as practicable.

11. Code of Meeting Practice and Code of Conduct

All Committee members shall be required to act in accordance with the requirements of Council's Code of Meeting Practice and Code of Conduct.

The Chairperson may require a Committee member to retract and apologise without reservation for such an act of disorderly conduct.

A member of the Committee may, as provided by Council's Code of Conduct, Code of Meeting Practice and this Charter, be expelled from a meeting of the Committee for engaging in or having engaged in disorderly conduct at the meeting.

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If disorder occurs at a meeting of the Committee, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the Chair. The Committee, on reassembling must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not.

Members must read and abide by Council's Code of Conduct, Code of Meeting Practice and this Charter. A copy can be found at www.canadabay.nsw.gov.au/council/about-council/council-meetings.

12. Ceasing to be a member

A person will cease to be a member of the Committee if:

- The member resigns in writing to the Committee and Council;
- The member becomes bankrupt;
- The member is absent for more than 6 months without leave from meetings of the Committee;
- Council passes a resolution to remove the member from the Committee;
- The member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the Local Government Act 1993;
- A member fails to abide by Council's Code of Conduct, Code of Meeting Practice and this Charter.
- The member while holding that office is convicted of an offence referred to part 4 of the Crimes Act 1900 (offences relating to property);
- The member becomes a mentally incapacitated person;
- The four-year period of membership has expired; or
- The term of the incumbent Arts and Culture Citizen of the Year is concluded.

13. Meeting Timelines

- The Committee will meet quarterly.
- There may be occasions where additional meetings are called to discuss special or urgent issues or projects.

14. Decision Making

- The Committee is not a decision-making body of Council. The main purpose is to provide advice and represent community matters to Council which relate to arts and cultural development.
- A quorum of the Committee will be half of total membership plus one in attendance, one of whom must be a current City of Canada Bay Councillor.

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- Voting at Committee meetings is to be by show of hands or on the voices, and the recommendation will be based on a majority of votes.
- Recommendations supported by a majority of Committee members at which a quorum is present is a recommendation of the Committee and will be reported to Council.
- Should the Committee, with endorsement by the Chair elect to recommend new projects, programs or policies that are outside the current operational and delivery plans of Council, then the Chair will have the option to submit a written notice of motion for Council consideration at the next available meeting of Council. Resourcing and funding will need to be identified for Council to be able to consider any new initiatives.

15. Agenda/Minutes

- Members must submit requests for agenda items at least one week prior to the next meeting.
- The meeting agenda will clearly identify matters for discussion in the four areas of Information, Consultation, Collaboration and Proposed Initiatives.
- The agenda will be circulated to all Committee members, Council staff and Councillors at least one week prior to the next meeting.
- Council staff shall arrange for the minutes of each meeting to be taken and a draft circulated following the meeting.
- Once confirmed by the Committee members, minutes will be reported to the next available Council meeting.
- The outcome of the Council meeting will be distributed to all Committee members.
- The minutes as adopted by Council will be placed on Council's website.

Stage	Date	Comment	ECM ID
Original	18/04/2023	Approved by Council	8222671
Reviewed	21/05/2024	Approved by Council	8222671
Next Review	May 2026		

16. Ownership

Responsibility	Role
Owner	Manager Place Management