

Terms of Reference: Cultural Reference Group

PREAMBLE

1. THE VISION

To provide advice and community feedback into the continued review of implementation of the Cultural Plan 2013-2016 and the development, and later the implementation, of the Cultural Strategic Plan 2017-2022.

2. SCOPE/ROLE

At its meeting on 26 November 2015, Council resolved to commence development of a Cultural Strategic Plan 2017-2022. The Cultural Reference Group (CRG) will provide advice and community feedback into the continued review of implementation of the Cultural Plan 2013-2016 and the development, and later the implementation, of the Cultural Strategic Plan 2017-2022.

The CRG's role is to:

- Provide advice and feedback on the development of the Cultural Strategic Plan;
- Advocate on behalf of the community; and
- Advise on the planning for community engagement activities.

3. DELEGATIONS

The Committee has no delegations from Council.

4. COMPOSITION OF THE COMMITTEE

- CHCC Councillor (Chair); and
- 8 x community representatives

Members with skills and experience in identified areas of arts, culture, business and tourism or who are able to represent identified communities of interest:

1. Aboriginal heritage, arts and culture
2. youth
3. seniors
4. disability
5. creative industries, arts-based business
6. performing arts
7. visual arts
8. management of volunteers
9. migrant or diverse cultural experience
10. festival or event management
11. writing, literature, social media
12. history, museums, libraries
13. tourism, business, conferences

Individuals will not be appointed as representatives of any organisation, but in their own right.

Members will be selected based on:

1. The depth and range of their experience in one or more of the categories above
2. Their business, cultural, arts or community involvement in Coffs Harbour, knowledge of the local region and experiences in other communities.

Selection will be made so that the group as a whole will have the best range and depth of expertise.

5. MEETINGS OF THE COMMITTEE

Meetings shall be held as required. A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

The CRG Chair is the Councillor appointed by Council.

In the absence of the Chair at a CRG meeting an interim Chair will be endorsed by the Committee to Chair the meeting.

Coffs Harbour City Council will provide a secretariat for CRG meetings.

6. OFFICE BEARERS

N/A

7. TERM OF OFFICE

The Committee will serve a term of 2 years from the time of the relevant Council resolution (14 April 2016).

The Committee's Terms of Reference will be reviewed in accordance with the Local Government Act after the next Council election (September 2016).

Council reserves the right to dissolve the CRG at any time by a resolution of Council.

8. SUB-COMMITTEE(S)

N/A

9. EXPENDITURE

N/A

10. RECORD KEEPING

1. Agenda and minutes from the previous meeting will be circulated to members at least 3 days prior to the meeting.
2. Members must declare in writing any interest in any report tabled at the meeting.
3. A copy of the minutes are to be provided to Council within 7 days of each meeting.

11. ANNUAL REPORT

A/A

12. RULES, REGULATIONS AND PROCEDURES

Members of the CRG will be required to sign a Coffs Harbour City Council Confidentiality Agreement and are bound by Council's Code of Conduct.

All media activities, releases and commentary will be undertaken by Council staff in accordance with the Council Media Policy.

Members of the CRG are not authorised to speak with media regarding the CRG or the project unless approved by Council.