

Terms of Reference: Cultural Advisory Committee

1. Purpose and/or Objectives

The purpose of Cultural Advisory Committee is to provide advice and community feedback into the implementation of the Creative Coffs Cultural Strategic Plan 2017-2022 as well as review and development of subsequent cultural strategic plans.

The Cultural Advisory Committee objectives are:

1. To provide advice and feedback into the review, development and implementation of subsequent cultural development strategies.
2. Advocate on behalf of the community

2. Scope

The scope of the Cultural Advisory Committee is to provide strategic advice to Council in relation to the current and subsequent Cultural Strategic Plans.

3. Meeting Arrangements

The Cultural Advisory Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

4. Committee Composition

The Cultural Advisory Committee membership consists of the following:

1. 2 x Councillors
2. 8 x Community Members

Members will be selected based on:

- a. Their business, cultural, arts or community involvement in Coffs Harbour, knowledge of the local region and experiences in other communities.
- b. The depth and range of their experience in one or more of the following categories:
 - i. Aboriginal heritage, arts and culture;
 - ii. Youth;
 - iii. Seniors;
 - iv. Disability;
 - v. Creative industries, arts-based business;
 - vi. Performing arts;
 - vii. Visual arts;
 - viii. Management of volunteers;
 - ix. Migrant or diverse cultural experience;
 - x. Festival or event management;
 - xi. Writing, literature, social media;
 - xii. History, museums, libraries;
 - xiii. Tourism, business, conferences.

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

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

A Council support staff member will be provided to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

The Cultural Advisory Committee will consist of the following office bearers:

- a) Chairperson

The term of office for the Chairperson shall be four years, in line with the Council elections. In the event that the Chairperson retires or resigns, a new Councillor will be appointed to Chair the committee.

The role of the Chairperson is detailed in the Council Committee Handbook.

3. Length of Appointment

The committee members will serve a term of two years and can renominate. Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

4. Delegations and Expenditure

The Cultural Advisory Committee does not have any delegations.

5. Policy and Procedural requirements

All members of the Cultural Advisory Committee must, in all circumstances abide by the following:

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) Cultural Advisory Committee Terms of Reference

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.