



**Campbelltown Arts Centre Strategic Committee
Terms of Reference**

Name:

Campbelltown Arts Centre Strategic Committee.

Interpretation:

For the purposes of these guidelines;

"Member" means member of the Committee.

"Council" means the Council of the City of Campbelltown.

"Committee" means the Campbelltown Arts Centre Strategic Committee.

The role of the Committee is to:

1. Represent the views, interests and/or identified issues that affect communities within the Campbelltown area within the scope Campbelltown City Council's authority.
2. Provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to Arts and Culture.
3. Advocate for and promote the Campbelltown Arts Centre within the Region.
4. Support the implementation of priority actions contained with Councils endorsed Plans and Strategies that relate to Arts and Culture.
5. Provide advice on and support partnerships with organisations in the delivery of strategic priorities for the Campbelltown Arts Centre.
6. Assist with the Campbelltown Arts Centre's engagement with business and communities.
7. Contribute to the achievement of strategic objectives as set out in the Campbelltown Arts Centre Business Plan.
8. Provide advice to support the development of Council strategies that focus on Arts and Culture.

Guidelines of Operation

1. Role within Council

- 1.1 The Campbelltown Arts Centre Strategic Committee is an advisory committee to Campbelltown City Council.
- 1.2 The recommendations of the Committee shall be referred to Council for consideration.

1.3 Council may refer information to the Committee for comment or to be actioned.

2. Venue

2.1 Meetings will be held at Campbelltown Arts Centre , online or as recommended by the Chairperson.

3. Chairperson

3.1 The Chairperson of the Committee shall be one of the Councillors appointed to the Committee by Council and so nominated to be the Chairperson by the Council and will be appointed for the term of Council.

3.2 The Deputy Chairperson shall be the other Councillor appointed to the Committee by the Council and will be appointed for the term of Council.

3.3 The Campbelltown City Council Mayor by virtue of that office is a member of each Committee of Council. If the Mayor is in attendance at the meeting, he/she may choose to assume the Chair for the duration of the meeting.

3.4 If the Chairperson, Deputy Chairperson and the Mayor are unable to attend the meeting an Acting Chairperson should be elected from within the Committee membership.

4. Membership

4.1 The Council shall appoint the members of the Committee.

4.2 Members of the Committee are appointed for the term of the Council.

4.3 Membership of the Committee is unpaid and voluntary.

4.3 The Committee membership shall include a maximum of fifteen people.

4.4 The Members of the Committee shall include:

4.4.1 Three Councillors as nominated by Council on an annual basis.

4.4.2 The General Manager or Nominee.

4.4.3 Four representatives from the Business Sector or Community.

4.4.4 Two representatives from the Arts Community.

4.4.5 Two representatives from the Friends of the Campbelltown Arts Centre.

4.4.6 One representative from the Education Sector.

4.4.7 Mayor or Mayor's Nominee from Camden Council.

4.4.8 Mayor or Mayor's Nominee from Wollondilly Council.

4.5 The selection of the Business Sector or Community Representatives, Arts Community and Education Sector (seven) will be achieved through an Expression of Interest process and will be presented to Council for endorsement.

4.6 Role of the Members

The duties of members are to:

4.6.1 Abide by Council's Code of Conduct and other related policies and protocols

4.6.2 Attend and participate in meetings of the Advisory Committee (including planning sessions and relevant training)

- 4.6.3 Work co-operatively with other members in achieving the aims of the Committee
- 4.6.4 Contribute ideas and suggestions relating to items on the agenda
- 4.6.5 Provide advice and Recommendations to Council on items relating to the agenda
- 4.6.6 Action and follow up tasks established by the Committee and resolved by Council
- 4.6.7 Report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Committee
- 4.6.8 Use existing networks to remain informed regarding the views and interests of the particular community they represent
- 4.6.9 All Members have voting rights on Recommendations to Council if a consensus is not established.

4.7 Ex-officio Members

- 4.7.1 Appropriate Council Officers shall be ex-officio members of the Committee to provide professional guidance, current information and policy implication. The Council Officers do not form part of the quorum
- 4.7.2 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders will be invited or co-opted to attend the meetings
- 4.7.3 Guest speakers may attend meetings if invited to do so for particular reasons by the Committee and as approved by the Council Officer convening the Committee
- 4.7.4 All of the above are non-voting positions.

5. Quorum

- 5.1 A quorum is half plus one of the membership of the Campbelltown Arts Centre Strategic Committee.
- 5.2 Should within half an hour of the time set down for a meeting of the Committee to commence, a quorum not be present then the meeting shall be adjourned to a time within one month of the date of such meeting.

6. Meeting Frequency and Attendance

- 6.1 Meetings of the Committee shall be convened adhoc as the need arises with a minimum of two meetings each year. The Chairperson will give 4 weeks' notice of the meeting date.
- 6.2 Committee members other than Councillors cease to be a member of the Committee if the member:
 - 6.2.1 Has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the members absence, or
 - 6.2.2 Has been absent from at least half of the meetings of the Committee held during the immediately preceding year ended 30 June without having given to the Committee acceptable reasons for the member's absence.

7. Committee Agenda

- 7.1 Written agenda items shall be forwarded to the City Growth Personal Assistant by any member of the Committee or staff member no later than fourteen days prior to the next meeting. Agenda items may be mailed, emailed or faxed in. Late items will be subject to acceptance by the Committee.
- 7.2 The meeting agenda shall be forwarded to Committee members no less than seven days prior to the next meeting date.

8. Committee Minutes

- 8.1 The minutes of all proceedings at the Committee meeting shall be documented.
- 8.2 A copy of the minutes shall be forwarded to all members of the Committee within two weeks of the meeting. Committee members have one week to advise Council Officers of any errors or omissions from the minutes. The minutes will then be presented to Council for consideration and endorsement.

9. Confidentiality and Conflict of Interest

- 9.1 Members are to declare a direct Conflict of Interest with issues on the agenda at the commencement of the meetings or as soon as the relevant issue is raised in General Business.
- 9.2 All Conflicts of Interest are to be declared and reported in the minutes, and if necessary, the parties involved will be asked to leave the room while the matter is discussed.
- 9.3 Where Committee meetings include confidential information relating to members or the business being discussed, members are required to respect principles of confidentiality.
- 9.4 All Members must abide by Council's Code of Conduct at all times.
- 9.5 No member of an Advisory Committee other than the Mayor or their specific delegate is able to make media or public comment on behalf of the Council or the Committee at any time.

10. Changes to Terms of Reference

- 10.1 The Terms of Reference may be altered, rescinded or added to by Campbelltown City Council.

11. Issues not covered by the Terms of Reference

- 11.1 Should the Committee face an issue that is not within the Terms of Reference the Committee should refer to Campbelltown City Council's Code of Meeting Practice.

12. Dissolution of Committee

The Council may by resolution dissolve the Committee at any time without cause.

END OF GUIDELINES