

## **Dungog Cultural Advisory Group Terms of Reference**

### **Introduction**

The Cultural Advisory Group will be established in March 2022 as a working group to support the development and implementation of the Dungog Shire Council Cultural Plan 2022-2026, and to provide advice to Council on major cultural issues, initiatives and opportunities.

### **Purpose**

The Cultural Advisory Group will support Dungog Shire Council in the ongoing development and delivery of its Cultural Plan. The plan sets the long term vision for culture in the Dungog Shire and provides a roadmap for Council, the community and partners to work together towards an exciting and engaging arts and cultural life for the area.

The Cultural Advisory Group members represent the community in an advisory role to Council. Group members provide knowledge and diverse perspectives about creative practice, arts, cultural activities, and events relevant to the Dungog Shire.

The Group cannot act outside of the delegated authority given by Council under the Terms of Reference of the Group.

### **Objectives**

- Support Dungog Shire Council in the establishment and delivery of a Cultural Plan by providing input, advice and ongoing review.
- Contribute to the development and enhancement of a strong, recognisable profile for arts, culture, heritage and innovation in the Dungog Shire that reflects the local identity, diversity, and values of the region.
- Provide input for consideration to Council for innovation, arts, cultural development and heritage preservation within the Dungog Shire.
- Support and contribute to local aspirations to establish Dungog Shire as a national and international arts and cultural destination
- Facilitate communication between community representatives, cultural organisations and Council in arts and cultural related disciplines, and assist in gathering input from the local creative community in future cultural planning opportunities
- Contribute to ongoing review of Council's art and cultural strategies, policies, programs and services
- Advocate for Council's art and cultural processes and projects
- Increase networks and linkages between people, businesses, groups and organisations.
- Provide input into the assessment of applications or proposals related to arts and cultural residencies, programs, events and related recommendations
- Identify funding sources for culture in the Dungog Shire, including sponsorship and philanthropic opportunities for Council's consideration
- Provide a platform for consultation within Dungog Shire Council.
- Develop a positive image of Council in the wider community

## **Membership Requirements**

To attend meetings, both formal and informal, and contribute to achieving the objectives of the Dungog Cultural Advisory Group. Other duties that may reasonably be determined and agreed by group members.

Where a member does not attend scheduled formal meetings on three consecutive occasions without advising Council staff, they are deemed to have retired from the group.

## **Structure**

The Dungog Cultural Advisory Group will comprise of up to Twelve (12) members including Council representation.

### **Dungog Shire Council Representation (2)**

The Mayor or Councillor - Chairperson  
Staff member

### **Members:**

At least one representation from each Shire "village" - Dungog, Patterson/Vacy, Gresford and Clarence Town (4)

At least three (3) members of the arts and cultural community - industry professionals and others who have expertise and experience in the advancement of arts and culture, and represent a mix of artists and arts workers

At least two (2) Aboriginal/First Nations representatives

At least one (1) arts and cultural organisation representatives from sector specific bodies such as Create NSW or Regional Arts NSW (RADO)

Up to two (2) co-opted members (additional to the 12 permanent members)

The Advisory Group will be convened to ensure that membership reflects the population of Dungog Shire and includes young people, people living with a disability, a reasonable gender balance and people from ATSI and CALD backgrounds.

Members shall be determined by open invitation to the community with the selection of applicants agreed to by Council representatives with advice from The Creative Ingredient and/or an arbitrator. Additional members identified by their specialist skills or knowledge, may be co-opted to the group by invitation from the Chairperson for a specific purpose and for a fixed term. Co-opted members shall not form part of the permanent Advisory Group but will during their co-opted term enjoy full membership rights.

Appointments will be for two years.

## **Meetings**

Meetings will be held quarterly or more frequently as required.

The quorum for a meeting of the Advisory Group will be a majority of members of whom one must be a Council representative.

Notice of formal Advisory Group meetings will be provided 28 days before the meeting.

At the discretion of the Chair, members of the public or subject experts may be invited to speak to or provide advice on issues being considered by the Advisory Group.

Where these Terms of Reference do not address the conduct of the meetings, Council's Code of Meeting Practice will apply. The agenda and previous minutes shall be distributed by email no later than least three (3) business days prior to the next meeting date. Agendas and minutes of all Advisory Group meetings are public documents, unless commercial-in-confidence principals apply.

### **Working groups**

Working groups may be established to investigate sector specific issues and opportunities, drawing from the membership of the Arts and Culture Advisory Group.

### **Conduct of Advisory Group Members**

Community Members of the Advisory Group will be expected to:

- comply with Dungog Shire Council's policies in relation to conduct, complaints, conflicts of interest, procurement and risk management
- be honest and fair when dealing with all persons present at the meetings
- deal with information received in their capacity as a member in a responsible manner
- be aware of any conflict between their role as a Member of the Advisory Group and their private interests and disclose these conflicts either prior to the relevant matter being discussed or as soon as the conflict becomes apparent
- endeavour to provide accurate information to the group
- endeavour to establish and maintain respectful relationships with all Advisory Group Members, Elected Members and Council Staff and representatives of external organisations, regardless of difference of views and opinions.
- Members of the Advisory Group are not permitted to speak to the media or make publications on behalf of the Advisory Group, unless delegated to do so
- Confidential matters presented to the Advisory Group, shall be dealt with and remain in confidence until such time as confidentiality is withdrawn as advised by the Chairperson
- Any alleged inappropriate or untoward conduct by shall be dealt with under the Dungog Shire Council