



**DRAFT MINUTES
ARTS & CULTURAL DEVELOPMENT
ADVISORY COMMITTEE
Friday 15 November 2019
3.00pm – 4.30pm**

Meeting Room 1, 1st Floor, Civic Centre, Harry Chan Avenue

MEETING OPENS WITH ACKNOWLEDGEMENT OF COUNTRY

1. MEMBERS ATTENDING

Alderman Palmer
Jane Tonkin
Louise Partos
Marita Smith
Coryn Huddy

Elected Member
Chairperson

Darwin Entertainment Centre (DEC)
Representative

City of Darwin Staff

Lynn Allan
Rosanna De Santis

Community Development Officer (CDO)
Community and Cultural Development Coordinator

Observer
Nil

2. APOLOGIES

Alderman Pangquee
Bilawara Lee
Sean Pardy
Britt Guy
CJ Fraser-Bell

Elected Member (alternate)

ABSENT

Mark Smith
Ron Quinn
Kieren Grassmayr

Manager Infrastructure Maintenance
Arts NT Representative

Quorum reached at five members as per Terms of Reference.

3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA

Nil

4. ACCEPTANCE OF PREVIOUS MINUTES 3 September 2019

Moved: Coryn

Seconded: Jane

Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6. GENERAL BUSINESS

6.1 Terms of Reference Changes

Terms of Reference changes were discussed, including the committee name change, role of DEC on the committee as a voting member and the process for communicating

membership nominations and terminations or resignations; updated TOR at attachment 1 for final recommendation by ACDAC.

Recommendation: Representatives from the Youth Advisory Committee, the Access and Inclusion Advisory Committee and ACDAC to attend each other's committee meetings at least once a year for improved communication and learning.

6.2 Darwin Sector Development

Once new ACDC starts, they will develop a project brief clarifies the objectives, timeline and budget for ACDAC consideration.

6.3 Update from Working Groups

6.3.1 Local Hirer's Subsidy

Members met to discuss what the local hire subsidy might look like, definitions and potential scenarios and concepts for roll out; DEC will progress in the New Year.

6.4 2020 Meeting Schedule

Confirmed, commencing 11 February 2020.

ACTION	CDO to send meeting requests to committee.
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6.5 ACD Coordinator Update

- Milne and Stonehouse were awarded the Jingili Watergardens public art contract – thanks to ACDAC for their support with the EOI process.
- Concept for next lightbox installation approved; there will be a climate change theme
- Recruitment process for ACDC role underway, applications close 2 December, 2019.
- Project manager role for Jingili Watergardens public art collaboration being developed.
- Katy Moir will be staying on in her part-time Arts and Cultural Development Co-Coordinator role two days a week.

6.6 Members' Update

- Jane Tonkin:
 - NT Creative Mental Health workshop being held at Relationship Australia on Saturday 16 November.
- Coryn Huddy:
 - The Laneways Series was very successful and they introduced accessible ticket pricing for Swan Lake with great results.
 - A busy period ahead with 17 events over next few weeks, including school-related presentations; an Art Educators exhibition; the 'Wet Sessions'; and half a dozen international performances coming through.
 - They are running a program launch 4 December, with 50 performances being released, including local community-based events, theatre delivery and capacity building capacity.
 - Busy recruitment period with four roles: the venues and operations role has been filled, marketing manager role to be completed early next week, with the compliance and program manager roles to come.

- Louise Partos:

Activate Darwin has launched the Transforming Public Spaces Challenge; public voting on ideas is open [here](#).

7. ANY OTHER BUSINESS

7.1 Reconciliation Action Plan (RAP)

Ten community EOIs have been received to determine working group membership; comprised of five staff, three community members and one elected member, with a minimum of 50% Aboriginal and Torres Strait Islander participation. City of Darwin is looking at an Innovate RAP to focus on developing and strengthening relationships between Aboriginal and Torres Strait Islander peoples and the wider community, and engaging staff and stakeholders in reconciliation across the three key areas of relationships, respect and opportunities. The RAP will be ready to be delivered in the next financial year over a two year period.

7.2 NT Art Prize

Bryan Bulley raised the idea with Council previously about the possibility of launching an NT Art Prize to address the gap in formally acknowledging the success of visual arts locally.

ACTION	Add to the agenda for February's meeting to discuss further.
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8. MEETING CLOSE

Meeting closes at 4.11pm

ATTACHMENT A: 2020 Meeting Schedule



ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING SCHEDULE 2020

Note: Arts and Cultural Development Advisory Committee Membership 14 March 2018 to 14 March 2020.

Tuesday 11 February 2020, 3-4:30pm

Tuesday 10 March 2020, 3-4:30pm

Proposed change of committee effective from 14 March 2020:

Community and Cultural Development Advisory Committee (CCDAC)
(extended first term – all subsequent terms will be from 1 July – 30 June).

Tuesday 12 May 2020, 3-4:30pm

Tuesday 14 July 2020, 3-4:30pm

Tuesday 15 September 2020, 3-4:30pm

Tuesday 10 November 2020, 3-4:30pm

All meetings are held in Meeting Room 1 (upstairs) at the Civic Centre

Note: Please advise as soon as possible if you are unable to attend any of these dates.

ATTACHMENT B: Draft Terms of Reference

COMMUNITY AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE:

The City of Darwin Community and Cultural Development Advisory Committee (CCDAC) operates to advocate, inform and guide Council on improving its positive impact on communities and culture in Darwin. This is a strategic level Committee whose function is to actively support the development, implementation and review of Community and Cultural Development specific policy, procedures and planning whilst supporting a whole of Council approach to community and cultural development.

The City of Darwin Community and Cultural Development Advisory Committee (the Committee) is established pursuant to Section 54 of the NT Local Government Act 2008.

2. SCOPE:

This is a permanent advisory committee of Council that will meet bi-monthly and is appointed for a two year term being 1 July to 30 June.

The committee is to:

- 2.1** Actively contribute to the development and implementation of best practice policy, procedures, planning and programming of council towards increasing positive community and cultural outcomes in keeping with the strategic plan.
- 2.2** Identify actions that City of Darwin may take to improve its facilities, services and programs for greater community and cultural outcomes; whilst recognizing and supporting Darwin's diverse social, cultural and creative resources.
- 2.3** Identify gaps, issues and challenges for community and cultural development that City of Darwin can advocate for and/or partner with businesses, services and organisations to address.
- 2.4** Work with City of Darwin to amplify community and cultural strengths through strategic support of community and cultural groups, organisations and activities.

- 2.5 Operate as community and cultural leaders through conducting and supporting community feedback and consultations on issues affecting Darwin's communities and cultures.
- 2.6 Advocate for community and culture through providing education and information on community and cultural needs and rights through positive and proactive media, social marketing, community events, festivals, forums and other initiatives in partnership with Council.
- 2.7 Keep Council informed of industry best practice and developments, standards and legislation.
- 2.8 Participate in monitoring and evaluation processes to ensure Council's community and cultural activities are relevant and high impact.
- 2.9 Support the development and maintenance of a register of peers for the establishment of temporary sub-committees and/or panels of appropriate members of the community.
- 2.10 Act as a conduit for the sharing of ideas, resources, funding and employment opportunities between Council and the community and provide mutual support and assistance in developing and implementing community and cultural activities in Darwin.

3. RESPONSIBILITY

The Committee will make recommendations to City of Darwin which will be made public.

4. MEMBERSHIP

In accordance with the *Local Government Act*, City of Darwin shall appoint suitably qualified individuals to be members of the Committee. Membership will reflect the diversity of the Darwin community and will reflect the skills and expertise required to meet the purpose and objectives of the Committee.

- 4.1 The voting membership of the Committee will consist of 11 members:

- 7 Individual Community Members
- 4 Organisational Representatives

Non-voting membership of the Committee will consist of:

- One Council Appointed Alderman (Delegate)
- Council Designated Staff

- 4.2 Council shall also appoint an alternate delegate (Alderman) to the

Committee should the appointed Council representative be unavailable.

- 4.3** Staff Membership will include a representative from the Engineering and City Services Department and a representative from the Community and Cultural Development Team who shall be responsible for convening, resourcing, monitoring progress and providing secretariat functions to the Committee.
- 4.4** Community Memberships are for individuals only and will be appointed through a public expression of interest process and selection criteria. Community Members employed by organisations that are represented on the committee may still be appointed noting that these members do not represent their employing organisation. Expressions of interest meeting the selection criteria will also be assessed for diversity across gender, race, ethnicity, sexual orientation, disability and age as reflected in the Darwin community. As an optimum, there shall be a diversity quota of:
- 2 Community Members will be Aboriginal and/or Torres Strait Islander
 - 2 Community Members will be from culturally and/or linguistically diverse backgrounds
- 4.5** Organisational Representative memberships will be by the invitation of Council relevant to the specialist knowledge and skills required on the Committee and are expected to act as a conduit between their organisation and the Committee. Organisational Representatives shall be nominated by the organisation and are eligible to send a briefed alternate delegate should the nominee be unavailable. Organisational Membership is and shall be comprised of:
- Larrakia Organisation
 - Refugee and/or new migrant Organisation
 - Northern Territory Government Department of Tourism, Sport and Culture
 - Darwin Entertainment Centre (non-voting)
- 4.6** Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council. Observers do not have a vote.
- 4.7** Members shall be appointed by Council as required under the Local Government Act 2008.
- 4.8** Nominations for Committee membership shall be called publicly by advertising an expression of interest for individual community members.

- 4.9** Appointed Committee members shall remain so for a set period of two (2) years and at the end of any two year term, retiring members may re-apply for membership for a maximum of 2 continuous terms (4 years).
- 4.10** Nominations for vacancies occurring on the Committee shall be called as required to ensure continuation of expertise on the Committee.
- 4.11** Notification in writing of termination or resignation of committee membership to the Chair.
- 4.12** Membership will expire if a member does not attend three (3) consecutive regular meeting occasions without approved leave of absence.
- 4.13** Sub-committees or Specialist Panels set up to provide professional advice to the Committee shall include a member representative established through self-nomination and Committee vote.
- 4.14** The Committee may delegate some of its members to Sub-Committees (a smaller group of community members conducting focused work on a specific topic to report back to the entire Committee at regular meetings).

5. CRITERIA FOR MEMBERSHIP

In accordance with the Local Government Act, the City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication and commitment to the purpose of the group. The domains of expertise relevant to this committee are:

- Community Development
 - Arts and Culture
 - Health and Well-being
 - Social Justice
 - Access and Inclusion
 - Social and Cultural Planning
 - Community-centered Urban Design and Planning
- 5.2** Commitment to regularly attend meetings and to actively contribute ideas and commentary.
- 5.3** Active participation in sub-committees or panels as required.
- 5.4** Commitment to represent the interests of the community rather than pursue personal interests.
- 5.5** Awareness of relevant community and cultural policies, trends, sector engagement and networks.

5.6 Diversity.

6. MEETING ARRANGEMENTS, FREQUENCY AND COMMUNICATIONS

- 6.1** An orientation workshop is held early in the term of the Committee.
- 6.2** The Chair and Deputy Chair will be nominated by the membership at the first meeting and recommended to Council for appointment.
- 6.3** Committee meetings will be held bimonthly. Sub-committees and panel meetings will be held on an as needs basis. Members must be prepared to commit the following time to the committee:
- 3 hours per meeting for preparation, attendance and follow up on actions (18 hours per annum)
 - Up to 10 additional hours for decision making out of regular meetings and service on working groups, sub-committees and panels as arising (10 hours per annum).
- 6.4** The role of Chair, will require an additional thirty minutes per meeting to plan the agenda with the support of the Community and Cultural Development Advisory Committee.
- 6.5** Section 64(2) of the Act states that a Quorum consists of a majority of the members of the Committee.
- 6.6** Agendas and minutes will be prepared by City of Darwin Community and Cultural Development staff member in consultation with the Chair.
- 6.7** In accordance with the Local Government Act, the Chair may summon additional meetings at any time and meetings held shall be at times determined by the Committee.
- 6.8** Council activities sometime require short response times and the Committee will be required to review information and make a decision by vote. This will be done through email communications inclusive of all members. A date of minimum 1 week will be set for final decisions requiring endorsement. Discussion up until deadline will be member lead. Final decision by the deadline stated will be by majority vote under the condition that a quorum of members have responded. If this is not achieved Council staff will proceed with its own recommendations noting no Committee endorsement. All attempts by staff will be made to keep this to a minimum.
- 6.9** As specified under the Local Government Act any members having any conflict of interest shall declare their interest in accordance with the provisions of the Act. Members are also bound by provisions of the Local Government Act and Regulations including confidentiality.
- 6.10** Minutes of all meetings are reported to Council.

- 6.11** Staff roles in support of the Committee will include the provision of secretariat functions, information, advice and support.

7. PROCEDURE FOR RECRUITMENT OF MEMBERS

- 7.1** City of Darwin will advertise in local newspapers and other media calling for Expressions of Interest in Individual Community Membership of the Committee.
- 7.2** The Committee's Terms of Reference and other relevant information will be sent to all potential applicants with an application form.
- 7.3** Preferred applicants will be contacted by the Community and Cultural Development team to discuss the role, scope and expectations for the Committee before their participation is confirmed.
- 7.4** All nominees will be advised of the outcome of their application. Successful applicants will be advised in writing of the proposed date of their first meeting. The nomination needs to be formally accepted in writing.

8. RESOURCE AND BUDGET

Council will provide secretariat functions to distribute agendas and minutes of the meetings, take minutes and provide any Council information or documentation the panel requests.

This is a voluntary committee. Group members shall serve without remuneration. However, upon member request, Staff may reimburse voting members for reasonable travel and associated expenses incurred in order to attend.

9. OUTCOMES

The Committee will undertake to present recommendations as appropriate to the scope outlined above via draft briefings and reports as agreed at Committee meetings. These will be submitted to Council through the General Manager of Community and Regulatory Services.

10. REVIEW

The Terms of Reference will be reviewed at the final meeting of the committee term and any findings will be reported by the Chair to the General Manager of Community and Regulatory Services, City of Darwin.