

1 PURPOSE

The Arts and Cultural Development Advisory Committee is an Advisory Committee. Its purpose is to advocate, inform and guide Council on improving its positive impact on communities and culture in Darwin.

2 SCOPE

The Arts and Cultural Development Advisory Committee operates to advocate, inform, and support Council's approach to arts and cultural development.

3 AUTHORITY / DELEGATION

The Arts and Cultural Development Advisory Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

4 FUNCTIONS

The functions of the Arts and Cultural Development Advisory Committee are to:

- a) Actively contribute to the development and implementation of best practice policy, procedures, planning and programming of Council towards increasing positive arts and cultural outcomes in keeping with the Strategic Plan.
- b) Identify actions that City of Darwin may take to improve its facilities, services and programs for greater arts and cultural outcomes; whilst recognising and supporting Darwin's diverse social, cultural and creative resources.
- c) Identify gaps, issues and challenges for arts and cultural development that City of Darwin can advocate for and/or partner with businesses, services and organisations to address.
- d) Advise Council on ways to amplify arts and cultural strengths through strategic support of community and cultural groups, organisations and activities.
- e) Advise Council on ways to advocate for arts 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.

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- f) Keep Council informed of industry best practice and developments, standards and legislation.
- g) Participate in monitoring and evaluation processes to ensure Council's arts and cultural activities are relevant and high impact.
- h) Support the development and maintenance of a register of peers for the establishment of temporary sub-committees, working groups and/or panels of appropriate members of the community.
- i) 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.

5 MEMBERSHIP

In accordance with the *Local Government Act 2019*, 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

Membership provisions

- a) Up to seven community members; and
- b) Four organisational memberships consisting of;
 - i. Larrakia Organisation, currently Larrakia Nation
 - ii. Refugee and/or new migrant Organisation
 - iii. Relevant/Identified Northern Territory Government representative(s)
 - iv. Darwin Entertainment Centre
- c) One Council Member (and one Alternate Council Member)

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

The Term of Membership for Community members is 2 years. Community Members if absent, are unable to send a proxy.

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5.1 CHAIR

The chair of the committee will be appointed by Council.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

Organisational members are appointed to represent the interests and views of their member organization relevant to the committee purpose.

6 MEETINGS

6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than eight (8) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

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7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: _____

Signature: _____

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