

	Charter - Reference Committee Cultural Collections Consultative Committee	
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1 PURPOSE

Reference committees focus on addressing a specific action, project or deliverable, and provide advice, insight or expertise to inform Council activities undertaken in accordance with operational plans and strategies.

The role of the Lake Macquarie City Council Cultural Collections Consultative Committee (the committee) is to support the delivery of the Lake Macquarie City Council Cultural Collections Strategy by representing the interests of the community and arts and cultural industry.

Advice and recommendations of the committee are not binding on Council when making decisions.

2 AUTHORITY

The committee is a reference committee of Council, established by Council resolution.

The committee is formed from community members and is a consultative committee.

The committee has the authority and terms of reference set out in this charter, which must be approved by Council.

The charter will be subject to review and approval by Council within 12 months after the commencement of each new Council term. Any variation or amendments to the charter must be approved by Council. The Chief Executive Officer may approve minor administrative amendments to the charter.

3 ALIGNMENT TO THE COMMUNITY STRATEGIC PLAN

The committee assists Council to achieve the following Community Strategic Plan objective:

- Creativity - Cultural experiences and public art connect us with the past, present and future

4 OBJECTIVES AND PRIORITIES

This charter supports the active collection of significant items. An active collections charter ensures that collections will reflect best industry practice, the needs of the community and have a clear focus. The objective of the Cultural Collections Consultative Committee is to assist Council in relation to the:

- acquisition of cultural collections through purchase, donation, bequest, gift or commission
- deaccessioning of cultural collections
- heritage interpretation and trails
- delivery of the Lake Macquarie City Council Cultural Collections Policy and Strategy.

5 TERM OF COMMITTEE

The committee will operate for a four-year Council term under the *Local Government Act 1993*. All reference committees will cease meetings at the commencement of the caretaker period preceding the local government election.

If Council does not approve a charter within 12 months of commencement of a new Council term, the committee will cease.

6 MEMBERSHIP OF COMMITTEE

The committee will consist of the following members:

- a) A maximum of three Councillor representatives.
- b) Four community members with a significant interest in the following collections:
 - i. museum and social history
 - ii. drawn from regional museums and historical societies
 - iii. visual arts and urban and public art.
- c) Two industry representatives selected from the following sectors:
 - i. museum and social history
 - ii. visual arts
 - iii. urban and public art.
- d) One representative of the Aboriginal community
- e) One Manager - Arts, Culture and Tourism or delegate
- f) Three staff members representing the collections (ex-officio)
 - i. urban and public art
 - ii. local studies and family history
 - iii. visual arts
 - iv. museum and social history.

The selection of the committee shall be through expression of interests (EOIs) sought from community members and industry professionals. EOIs should note their specific interest areas and how they can positively contribute to the development of Cultural Collections for Lake Macquarie.

Manager - Arts, Culture and Tourism is responsible for deciding to accept a member.

Period of membership

Members will be appointed for a term agreed by the committee.

At the commencement of the caretaker period under the *Local Government Act 1993*, all positions on the committee will become vacant and new committee members will be sought and appointed.

Resignation and termination of membership

Members wishing to resign from the committee are requested to do so in writing to the committee chairperson.

The committee may stand down or terminate a member or declare a member's position vacant if the member has failed to conduct themselves in accordance with this charter.

If a member is absent for three consecutive meetings their position will be declared vacant unless otherwise determined by the committee.

Vacancies

Council will undertake an initial expression of interest for committee membership (including reappointment of members) within 12 months of each new term of Council.

Vacancies that occur after the committee is established will be filled through an expression of interest process.

Vacancies are not required to be filled in the final 12 months of a Council term.

Subject matter expertise, assistance or advice

The committee may invite members and other persons to provide subject matter expertise, advice or assistance on matters raised by the committee from time to time.

Non-members may attend meetings of the committee only for the period of time required by the committee and are not entitled to voting rights.

Any costs of subject matter expertise, advice or assistance to the committee must be approved by the Chief Executive Officer prior to commitment. The committee may request the Chief Executive Officer to obtain professional advice where the committee reasonably considers that advice necessary for the performance of its duties. The Chief Executive Officer or their delegate will respond to a request in writing.

7 CHAIRPERSON

Chairperson

The role of the chairperson is to facilitate the proper conduct of the committee, including to ensure:

- meetings are properly convened in accordance with Council policies, procedures and the charter
- all rules and regulations applying to the conduct of the committee are followed
- meetings are conducted in an orderly and respectful manner, each issue is thoroughly discussed, those wishing to speak are allowed to do so uninterrupted and private discussions among members do not take place during meetings.
- The chairperson of the committee will be a Councillor, who is elected at the first meeting of the committee held immediately after commencement of a new Council term and thereafter on each anniversary of that meeting.
- the Chairperson will be responsible for the proper conduct of committee meetings and shall represent the committee in dealings with the public and the Council.

Deputy chairperson

The role of the deputy chairperson is to act on behalf of the chair in his or her absence, including to:

- perform the role of chairperson in accordance with applicable requirements, in the absence of the chairperson
- assist the chair by attending formal meetings or engagements if the chairperson requests or is unable to attend.
- The deputy chairperson of the committee will be elected at the first meeting of the committee held immediately after commencement of a new Council term

Absence of chairperson

If at the commencement time of any meeting of the committee the chairperson and deputy chairperson are absent, the committee may appoint a member present to perform the role of chairperson for that meeting. The person appointed will stand down if and when the chairperson or deputy chairperson arrives.

8 OBLIGATIONS OF MEMBERS

Members of the committee will comply and act in accordance with this charter and the following Council policies:

- Code of Conduct for Council committee members, delegates of Council and Council advisors
- Business Ethics Policy.

General conduct

In performing their duties, committee members will:

- act honestly and in good faith
- actively participate in the work of the committee and contribute to discussion of agenda items
- perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the committee
- declare and manage any conflict of interest in relation to any matter before the committee
- conduct the business of the committee with the care, diligence and skill appropriate to the role
- work collaboratively with other committee members
- regularly review their personal circumstances and conduct, and declare any change relevant to the committee (such as employment status)
- comply with the charter and any lawful and reasonable instructions given by the committee or Council officers.

Privacy

Members of the committee will comply with Council policies in relation to confidentiality, privacy and reporting.

Members of the committee will not disclose matters dealt with by the committee to third parties except with the specific approval of the committee.

Conflicts of interest

A member of the committee is required to declare and manage conflicts of interest in any matters dealt with by the committee, in accordance with the Code of Conduct for Council committee members, delegates of Council and Council advisors and other relevant Code of Conduct. This includes pecuniary interests and non-pecuniary conflicts of interest (significant or less than significant).

Declarations are to be made at the commencement of a meeting where a matter in which they have an interest is to be discussed.

9 MEETINGS

Meetings of the committee will be held quarterly. The minutes of meetings shall identify the month, date, time and place of next meeting.

At the first meeting of the committee in a new Council term, the committee will confirm their operating arrangements, including methods of communication, tenure and other considerations relevant to achieving the committee's objectives.

The secretariat for the committee is the Assets and Support Coordinator, Arts, Culture and Tourism. The secretariat is responsible for providing secretarial and administrative support for the committee.

Notice of meetings

The secretariat will provide notice to committee members at least one week in advance of the time and place of a meeting. The chairperson may call a special meeting at any time he or she deems appropriate and necessary, as long as two days' notice of the meeting is given to all members. Decisions made at that meeting will have the full status of decisions made at an ordinary meeting.

Agenda and business papers

The secretariat will prepare and circulate an agenda, together with supporting business papers, to all committee members at least one week prior to a meeting. All Councillors must receive a copy of the agenda.

Attendance at meetings

Attendance at meetings includes participation through the use of technology, for example virtual meetings or dialling in to a meeting, where appropriate and allowed by the committee.

Procedure

The procedure for meetings, including motions and amendments, will be guided by Council's Code of Meeting Practice unless otherwise specified in this charter.

Minutes of meetings

The secretariat is responsible for preparing and keeping accurate minutes of each meeting, containing:

- attendance of members
- outcomes of discussions about agenda items
- action items for committee members
- details of any disclosure of pecuniary interests or non-pecuniary conflicts of interest at a meeting, and the manner in which it was managed.

The minutes will be circulated to committee members and confirmed at a subsequent meeting of the committee.

10 VOTING AND DECISIONS

Decisions about actions to be taken by committee members or recommendations to Council staff will be taken by consensus wherever possible, rather than formal voting.

If consensus cannot be reached, a decision supported by a majority of the votes at a meeting at which a quorum of the committee is present is a decision of the committee.

A quorum of the committee is 50 per cent of its members plus one, one of which must be a Councillor. Each member present is entitled to one vote.

11 REPORTING

Information or advice provided by the committee will be presented to the Manager Arts, Culture and Tourism.

12 EVALUATION AND REVIEW

The charter for a reference committee is to be reviewed and approved by Council within the first year in a Council term.

The committee may recommend changes to the charter at other times throughout the Council term.

Controlled Document Information

Authorisation Details

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Related Document Information, Standards & References

Related Legislation:	(Legislation Name)	(Relationship/Context)
Related Policies (Council & Internal):	(Policy Name)	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name) Cultural Collections Strategy Guideline Cultural Collections Terms of Reference	(Relationship/Context)
Standards COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
EOI	Expression of interest

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Manager, Arts, Culture and Tourism, Arts Producer
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Version History

Version No	Date Changed	Modified By	Details and Comments
1	January 2022	Simone Bezzina	New committee charter created
2	October 2024	J. Hemsley	Charter review for new Council term.

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