

Waverley Council Cultural Advisory Committee

Terms of Reference September 2020

Introduction

Resulting from actions in the Waverley Council Cultural Plan 2020-2025, a Cultural Advisory Committee has been established to oversee the implementation and ongoing performance of the Waverley Council Cultural Plan 2020-2025, and to provide advice to Council on major cultural issues, initiatives and opportunities.

Policy Framework/Strategic Context

- Waverley Community Strategic Plan 2018-29
- Reconciliation Action Plan
- Disability Inclusion Action Plan
- Bondi Junction Evening, Culture and Entertainment Strategy
- Economic Development Plan
- Sustainable Visitation Strategy
- Local Strategic Planning Statement
- Library Strategic Plan
- Public Art Master Plan

Purpose

The Cultural Advisory Committee will support Waverley Council in the delivery of its Cultural Plan. The plan sets the long term vision for culture in the Waverley Local Government Area and provides a roadmap for Council, the community and partners to work together towards an exciting and engaging arts and cultural life for our area.

The Cultural Advisory Committee members represent the community in an advisory role to Council. Committee members provide knowledge and diverse perspectives about creative practice, arts and cultural activities, and events relevant to the Waverley area and Council's Cultural Plan, and other key strategies and policies.

Objectives

- Support Waverley Council in the on-going delivery of its Cultural Plan by providing input into Council's cultural processes and projects
- Contribute to the development and enhancement of a strong, recognisable profile for arts, culture and innovation in Waverley that reflects the local identity, diversity, and values of Waverley

- Support and contribute to Council's aspirations to establish Waverley as an international arts and culture destination
- Provide input to consideration of Council's priorities for innovation, arts and cultural development within the Waverley area, within the parameters of Council's strategies and policies
- 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 the reviews of Council's arts and cultural strategies, policies, programs and services
- Provide input into the assessment of applications or proposals related to cultural residencies programs and related recommendations
- Identify funding sources for culture in Waverley, including sponsorship and philanthropic opportunities for Council's consideration

Requirements

To attend Committee meetings and contribute to achieving the objectives of the Waverley Cultural Advisory Committee. Other duties that may reasonably be determined and agreed by Committee members.

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

Scope

The scope of the Cultural Advisory Committee in providing advice, includes the following:

- Events Policy and Guidelines
- Artists in Residence Programs
- Bondi Pavilion and Boot Factory arts and culture programming
- Bondi Story Room themes, content and program development
- Mentorship programs and other community and creative sector networking programs/opportunities
- Funding: grants, philanthropy, sponsorship
- Promotion and communication of Waverley's cultural infrastructure and programs

Limitations to scope:

- The Cultural Advisory Committee is an advisory body only
- The Cultural Advisory Committee notes the operation of the Public Art Committee, and is obligated to remain informed of PAC activities and recommendations

Structure

Chairperson: **The Mayor or the Mayor's delegate**

Committee Members:

- i. Up to three (3) Waverley Councillors
- ii. Up to six (6) 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 (minimum 3 Waverley residents)
- iii. Up to two (2) arts and cultural organisation representatives from sector specific bodies such as the Australia Council for the Arts and Create NSW

will be appointed, to a maximum total of 11 places plus the Chair, for a period of two years. Up to four (4) reserve representatives for category ii. above will also be appointed for the same two year period.

Administrative support: Waverley Council staff

Relevant Council staff will attend meetings to provide advice

Any Councillor or General Manager/Director may attend meetings

Selection

The Committee's selection panel will comprise:

- Chairperson of the Committee, or in the absence of a Chairperson, GM or GM's delegate
- Executive Manager, Communications, Culture and Events
- Manager, Arts and Culture

A recommendation about the membership of the Waverley Cultural Advisory Committee will be prepared for the consideration and endorsement of Council. Officers may seek further information from nominees or their referees as part of the selection process.

Meetings

Meetings will be held quarterly or more frequently as required.

The quorum for a meeting of the Committee will be a majority of Committee members of whom one must be the Mayor or the Mayor's delegate.

Notice of Committee meetings will be provided at least one week 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 Committee.

Where these Terms of Reference do not address the conduct of the meetings, Council's Code of Meeting Practice will apply.

Agendas and minutes of all Committee meetings are public documents which are published following the determination of Council.

Working groups

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

The establishment of working groups must take into account and acknowledge that the following entities already operate:

- The Waverley Public Art Committee
- The Boot Factory Steering Group
- The Waverley Multicultural Advisory Committee
- The Nib Advisory Committee

The Cultural Advisory Committee notes the operation of these entities and is obligated to remain informed of their activities and recommendations.

Conflict of interest

Committee members are subject to the Waverley Council Code of Conduct which is available from the [Council website](#).

For the duration of their term, members of the Cultural Advisory Committee and their relatives (as defined in the Waverley Council Code of Conduct) are ineligible from applying for programs run by Waverley Council including but not limited to: Waverley Artist Studios, Bondi Pavilion Gallery program, Waverley Library gallery program, Waverley Art Prize, Waverley Youth Art Prize, Bondi Pavilion Theatre Program, Bondi Festival, Bondi Wave, Public Art Tenders (permanent or temporary), the Bondi Beach Sea Wall, and community Small Grants program or any other program produced by Waverley Council which would benefit the member either directly financially or through critical recognition.

Potential conflicts of interest will be dealt with at the commencement of the meeting at which the agenda item is being considered and will be disclosed and handled in accordance with the Waverley Council Code of Conduct and Code of Meeting Practice.

Media

Members of the Committee are not to speak to the media in their capacity as Committee members.