



RURAL CITY OF
WANGARATTA

**ARTS, CULTURE & HERITAGE
ADVISORY COMMITTEE**

CHARTER

June 2011

Amended 15 November 2011

1. **BACKGROUND**

This Charter has been developed under the Local Government Act 1989.

2. **CONSTITUTION**

2.1 The Wangaratta Rural City Council ("Council") has resolved to appoint an Advisory Committee to be known as the Arts, Culture and Heritage, Advisory Committee ("Committee").

2.2 The Committee shall comprise of appropriately skilled representatives of the community as appointed by Council.

2.3 The Council has set no time limit on the duration of the establishment of the Committee. It shall remain in existence until such time as the Council resolves to revoke its establishment.

3. **OBJECTIVES OF THE COMMITTEE**

3.1 To provide advice to Council on arts, cultural and heritage issues that impact upon the community.

3.2 To promote arts, cultural and heritage, opportunities within the community through networks.

3.3 To advise on the development of, and oversee implementation of a Cultural Plan within the Rural City of Wangaratta.

3.4 To encourage and facilitate joint initiatives between, local business and industry, educational institutions, Council and community groups and other relevant stakeholders within the Rural City of Wangaratta.

3.5 To ensure all sectors of the community within the Rural City of Wangaratta have the opportunity to provide input into the directions and issues considered by the Committee.

4. **FUNCTIONS OF THE COMMITTEE**

The Committee shall have the following functions:

4.1 To establish special interest task forces and sub-committees on strategic matters (where appropriate) to carry out work on behalf of the Committee. Such task forces and sub-committees shall be required to report findings to the Committee.

4.2 To provide advice in relation to specific projects and programs.

4.3 To provide quality and timely advice, make recommendations, or provide comment to Council on issues considered appropriate by the Committee or matters referred by Council to the Committee.

- 4.4 On behalf of the Rural City of Wangaratta, advocate for arts, cultural, and heritage initiatives where appropriate.
- 4.5 To advise on the preparation and delivery of submissions for arts, cultural and heritage initiatives, where appropriate.
- 4.6 To inform, liaise with and seek input from appropriate businesses, stakeholders, relevant agencies and the community with regard to Committee issues.
- 4.7 To attract new arts, culture and heritage opportunities to the Rural City of Wangaratta.

5. COMMITTEE MEMBERSHIP

- 5.1 Council has resolved that the Committee will consist of the following members:
 - 5.1.1 Councillor holding the Arts, Culture and Heritage portfolio (Chairperson);
 - 5.1.2 Up to 10 appropriately skilled representatives of the community, based on an established skills matrix (Appendix 1).
- 5.2 The committee may co-opt as many persons as it sees fit in order to undertake specific tasks identified by the Committee or the Council. Co-opted members have no voting rights;
- 5.3 The Chief Executive Officer of the Council shall appoint the Director Community Wellbeing to regularly attend meetings of the Committee.

Appointed officer/s do not have voting rights.
- 5.4 A quorum requires the attendance of the majority of members at formal committee meetings called.

6. TERM OF APPOINTMENT

- 6.1 Any person appointed to the Committee shall hold office for a period of three years. At the conclusion of the three-year period the position will be declared vacant.
- 6.2 Members of the Committee shall be eligible for re-appointment for a further term or terms of three years each.
- 6.3 Such appointments will be made to provide for three (3) year appointments on a staggered basis.
- 6.4 A member of the Committee may resign his/her position at any time.
- 6.5 All vacant positions shall be publicly advertised.

- 6.6 Non attendance at three (3) consecutive meetings without registering apologies will trigger a board vacancy.

7. CHAIRPERSON AND SUB-COMMITTEES OF THE COMMITTEE

- 7.1 The Councillor holding the Arts, Culture and Heritage portfolio shall act as a Chairperson to the Committee.
- 7.2 The role of the Chairperson shall be:
- a) To chair all meetings of the Committee at which they are in attendance
 - b) To act as the liaison person between the Committee, Council and the community;
 - c) To represent the Committee as and where appropriate.
- 7.3 If the chairperson is unable to attend a scheduled committee meeting for any reason the committee must appoint an acting chairperson.
- 7.3.1 Any election for the appointment of an acting chair will follow the same procedure as that for an election of Mayor as specified in Council's Local Law No. 2.
- 7.4 The Chief Executive Officer of the Council shall appoint an officer of the Council to act as executive to the Committee.

The appointed executive does not have voting rights.

8. REPORTING

The minutes for each meeting of the Arts, Culture and Heritage Committee shall be prepared and distributed to members of the Committee and to the Council.

9. STAFF

As an Advisory Committee of Council the Committee has no delegated authority to employ staff.

10. FINANCES

As an Advisory Committee of the Council the Committee has no delegated authority to expend Council monies.

11. INSURANCES

Council shall arrange and maintain a portfolio of insurances to cover all possible risk, including a Personal Accident Policy, a Voluntary Worker's Policy and an Indemnity Policy for committee members.

12. MEETINGS FOR THE COMMITTEE

Meetings to be convened regularly and at least quarterly.

13. CONFLICT OF INTEREST

13.1 Where members of the Committee have a direct or indirect conflict of interest in a matter (as defined in the Local Government Act 1989) the committee member must:

13.1.1 Disclose the interests:

- Advise the meeting that you have a conflict of interest in the matter,
- State the type (or types) of interest, and
- Describe the nature of the interest.

13.1.2 Abstain from the proceedings:

- Notify the Chairperson that you are leaving the meeting because you have a conflict of interest,
- Leave the room and any area where you can see or hear the proceedings,
- Stay outside until all discussion and voting on the matter is completed, and
- The Chairperson must ensure you are told when the matter is concluded so you can return to the meeting.

13.2 Members of the Committee are not required to submit primary and ordinary returns.

14. MISUSE OF POSITION

No member can use information obtained through their position on this advisory committee for private purposes or private gain.

15. REVIEW

15.1 Council shall review this Charter at least every four years. If changes are proposed at least one month's notice in writing of the proposed changes will be forwarded to members of the Committee.

15.2 In addition to Council's regular reviews, the Council may carry out a review of the Charter at the written request of the committee.

15.3 The Council shall consult with the Committee prior to giving its consideration to any proposals to amend the Charter.

15.4 All changes to the Charter shall be subject to the approval of the Council.

SIGNED by the RURAL CITY OF WANGARATTA
by its authorised officer

.....
Chief Executive Officer

.....
Date

