



**CITY OF  
PARRAMATTA**

# **TERMS OF REFERENCE**

## **CULTURAL ADVISORY PANEL**

April 2025

## DOCUMENT ADMINISTRATION

Document Owner	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
Related Documents	City of Parramatta Code of Conduct City of Parramatta Media Policy City of Parramatta Social Media Policy City of Parramatta Council and Committee Schedule ( <i>adopted annually</i> ) Customer, Community and Culture Standing Committee Terms of Reference (December 2024) City of Parramatta Cultural Strategy 2025-2034 Relevant Council policies related to the environment
References & Legislation	Local Government Act 1993 Local Government (General) Regulation 2021
Document Identifier	ECM Document Set ID: 970227

## TABLE OF CONTENTS

1.	PURPOSE AND LIMITATION OF AUTHORITY .....	3
2.	OBJECTIVE.....	3
3.	RESPONSIBILITIES.....	4
4.	CONVENOR .....	4
5.	MEMBERSHIP .....	5
5.1	Councillor Membership .....	5
5.2	Community Membership .....	5
5.3	Community Membership Criteria.....	6
5.4	Member Leave of Absence .....	6
5.5	Member Vacancies.....	6
6.	COMMUNITY MEMBER SELECTION PROCESS .....	6
7.	TERM .....	7
8.	CHAIRPERSON / DEPUTY CHAIRPERSON.....	7
9.	QUORUM.....	8
10.	PUBLIC ATTENDANCE AND PARTICIPATION.....	8
11.	MEETING ADMINISTRATION AND PROTOCOL .....	8
11.2	Frequency of Meetings.....	9
11.3	Venue .....	9
11.4	Webcast .....	9
11.5	Audio-Visual Attendance.....	9
11.6	Agenda and Business Papers.....	9
11.7	Minutes .....	9
11.8	Reporting Requirements .....	10
12.	ORDER OF BUSINESS .....	10
13.	CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST .....	10
14.	VARIATION OF THE TERMS OF REFERENCE .....	11
15.	VERSION CONTROL AND CHANGE HISTORY.....	11

## **1. PURPOSE AND LIMITATION OF AUTHORITY**

- 1.1 The primary role of the Cultural Advisory Panel is to provide strategic, expert and impartial advice to the Council on the development, implementation, monitoring and review of the City of Parramatta's Cultural Strategy and related policies and plans.
- 1.2 The Cultural Advisory Panel is an advisory body to the City of Parramatta and is not an executive panel and does not have the authority to:
- Expend money on behalf of Council
  - Undertake any work or decisions on behalf of Council
  - Commit Council to any arrangement
  - Consider any matter outside its specific reference
  - Direct Council officers in the performance of their duties; or
  - Represent the Council in any communication with the public or media without the express permission of the City of Parramatta.
- 1.3 The Cultural Advisory Panel's advice must take into consideration current City of Parramatta's policies, strategies and operational plans.
- 1.4 These Terms of Reference set out the rules that members of the Cultural Advisory Panel must follow.

## **2. OBJECTIVE**

- 2.1 The objectives of the Cultural Advisory Panel are to:
- Advise on the implementation and monitoring of Council's Cultural Strategy and related plans and policies.
  - Provide industry guidance on strategic partnerships, sector investment and employment initiatives to contribute to the growth of the local arts and cultural sector, as well as position the sector globally.
  - Advise on best practice delivery of cultural infrastructure, precincts, programming and education initiatives ensuring Parramatta is a leader in the development and delivery of arts and culture.
  - Promote an increased knowledge and understanding of arts and culture in the City of Parramatta to grow access and participation for Parramatta's community.

### 3. RESPONSIBILITIES

Position	Responsibility
All Committee Members	<ul style="list-style-type: none"> <li>• Read the agenda prior to each meeting and actively contribute to the discussions.</li> <li>• Be an advocate for the Cultural Advisory Panel.</li> <li>• Have a broad understanding of relevant issues, the adopted Council strategies and the associated actions.</li> </ul>
Chairperson (Councillor)	<ul style="list-style-type: none"> <li>• Facilitate the meetings of the Cultural Advisory Panel.</li> </ul>
Deputy Chairperson (Councillor)	<ul style="list-style-type: none"> <li>• Facilitate the meetings of the Cultural Advisory Panel when the Chairperson is unable to attend.</li> </ul>
Convenor (CEO, Executive Director or Delegate)	<ul style="list-style-type: none"> <li>• Prepare the agenda for the meetings and support the Chairperson of the Cultural Advisory Panel.</li> </ul>
Other Councillors	<ul style="list-style-type: none"> <li>• All Councillors, other than the Chairperson and Deputy Chairperson, are ex-officio members of the Cultural Advisory Panel.</li> <li>• Ex-officio Councillor members may contribute to the meeting, as permitted by the Chairperson.</li> </ul>
Council Secretariat	<ul style="list-style-type: none"> <li>• Assist the Convenor and Chairperson with all aspects of the Cultural Advisory Panel.</li> <li>• Responsible for reporting the minutes and outcomes of each Cultural Advisory Panel meeting to the next available meeting of Customer, Community and Culture Committee for consideration, assisted by the Convenor.</li> </ul>

#### **4. CONVENOR**

- 4.1 The Convenor of the Cultural Advisory Panel is the CEO, Executive Director Community and Culture or their delegate.
- 4.2 The Convenor will assist the Chairperson in progressing the meeting in accordance with the agenda.
- 4.3 The Convenor is responsible for ensuring any action items, such as requests for information or guest speakers, as recorded in the minutes, are actioned and reported back to the Cultural Advisory Panel at a subsequent meeting.

#### **5. MEMBERSHIP**

##### **5.1. Councillor Membership**

- 5.1.1 The Chairperson and Deputy Chairperson of the Cultural Advisory Panel are Councillors as determined by Council resolution.
- 5.1.2 All other Councillors are ex-officio members of the Cultural Advisory Panel.
- 5.1.3 Ex-officio Councillor members may contribute to the meeting, as permitted by the Chairperson.
- 5.1.4 Councillor members and ex-officio Councillors do not have voting rights on matters presented to the Cultural Advisory Panel as the Panel is not a decision-making body.

##### **5.2. Community Membership**

- 5.2.1 A minimum of 5 and a maximum of 10 community members will be appointed to the Cultural Advisory Panel.
- 5.2.2 Community membership to the Cultural Advisory Panel is voluntary (unpaid).
- 5.2.3 The appointment of community members to the Cultural Advisory Panel will seek to:
  - a) achieve a mix of skills to facilitate the sound functioning of the Cultural Advisory Panel; and
  - b) represent the diversity and interests of our community.
- 5.2.4 Community members will be appointed following a public Expressions of Interest (EOI) process prior to the first Cultural

Advisory Panel meeting of the new Council term (refer to Clause 6 of this Terms of Reference).

- 5.2.5 Community members do not have voting rights on matters presented to the Cultural Advisory Panel as the Panel is not a decision-making body.

### 5.3. **Community Membership Selection Criteria**

The Cultural Advisory Panel will comprise of community members reflecting the diversity of our City who;

- Have relevant qualifications in the fields of arts and culture and/ or
- Are Recognised in relevant professional fields with demonstrated experience and knowledge in film, literature, performing arts, visual arts, heritage, public art, cultural strategy, arts education and/or arts management.

Community members should also live, work, study or have a strong connection or commitment to the City of Parramatta local government area.

Past participation in the Cultural Advisory Panel, or previous Council advisory committees, will also be taken into consideration.

### 5.4. **Member Leave of Absence**

- 5.4.1 Members need to inform the Council Secretariat staff by email ([secretariat@cityofparramatta.nsw.gov.au](mailto:secretariat@cityofparramatta.nsw.gov.au)) when they are unable to attend a meeting, at least 1 day prior with the reason for their absence..

- 5.4.2 All absences must be recorded in the minutes of the Cultural Advisory Panel.

- 5.4.3 If a member misses more than two consecutive meetings without informing the Council Secretariat and/ or a valid reason, their membership will be withdrawn, and their position will become vacant.

## **5.5. Member Vacancies**

### **5.5.1 Where a vacancy occurs:**

- (a) within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list, if they are still interested and available to join the Cultural Advisory Panel.
- (b) after six (6) months from the appointment of members, and more than 12 months from the end of the Term, an Expression of Interest (EOI) process must be undertaken, in accordance with Clause 6.

### **5.5.2 Vacancies occurring within the last 12 months of the end of the Term will not be filled.**

## **6. COMMUNITY MEMBER SELECTION PROCESS**

- 6.1 All applications must be made using the online application and should address the selection criteria of the Cultural Advisory Panel.
- 6.2 Applications will be assessed by the Convenor of the Cultural Advisory Panel on merit according to the selection criteria in accordance with Clause 5.3.
- 6.3 The Co-Convenors are to prepare a report to Council recommending the community members to be appointed to the Cultural Advisory Panel.
- 6.4 Community membership shall be determined by Council resolution.
- 6.5 If more applications than positions are received, and deemed suitable for appointment as community members, offers of membership will be made to the top applicants and the remainder placed on an eligibility list.
- 6.6 Where a vacancy occurs, the vacancy may be filled by a person on the eligibility list (without the need for further approval from Council) if they are still interested and available to join the Cultural Advisory Panel, unless within 6 months of the end of the Council term.

## **7. TERM**

- 7.1 The term of membership generally coincides with the term of Council, or such other period as resolved by Council.



## **8. CHAIRPERSON / DEPUTY CHAIRPERSON**

### **8.1 Chairperson**

8.1.1 The Chairperson of the Cultural Advisory Panel is to be a Councillor determined by Council resolution.

8.1.2 The Chairperson is appointed for the duration of the Term.

### **8.2 Deputy Chairperson**

8.2.1 The Deputy Chairperson of the Cultural Advisory Panel is to be a Councillor determined by Council resolution.

8.2.2 The Deputy Chairperson is appointed for the duration of the Term.

8.3 In the absence of both the Chairperson and Deputy Chairperson, the Convenor will act as the Chairperson for that meeting.

8.4 If the position of Chairperson or Deputy Chairperson becomes vacant for any reason, Council is to select another Councillor to be the Chairperson or Deputy Chairperson for the remainder of the Term.

## **9. QUORUM**

9.1. The quorum of the Cultural Advisory Panel shall comprise a minimum of 40 percent of members of the Cultural Advisory Panel.

9.2. Business must not be conducted at any meeting of the Cultural Advisory Panel unless the Convenor or their delegate is present.

9.3. Business must not be conducted at any meeting of the Cultural Advisory Panel unless a quorum is present.

9.4. Where a meeting is cancelled, members of the Cultural Advisory Panel will be notified by email. .

## **10. PUBLIC ATTENDANCE**

10.1 Meetings of the Cultural Advisory Panel are not open to the public to attend.

10.2 Notwithstanding Clause 10.1, guest speakers, relevant experts, or other interested parties, may be invited to attend and speak at Panel meetings subject to the approval of the Chairperson.

## **11. MEETING ADMINISTRATION AND PROTOCOL**

11.1 Council will provide administrative support to the Social Sustainability Advisory Committee including:

- scheduling meetings of the Cultural Advisory Panel, in consultation with the Panel.
- compiling and circulating agenda and relevant documents to all members of the Cultural Advisory Panel.
- taking and distributing minutes that include attendance, declarations of interest and outcomes of the Cultural Advisory Panel.
- coordinating other meeting arrangements, as required.

### **11.2 Frequency of Meetings**

The Cultural Advisory Panel will meet quarterly, on a day and time determined by the Council, in accordance with the annual Council and Committee meeting calendar.

### **11.3 Venue**

The venue for meetings of the Cultural Advisory Panel shall be determined by the Convenor.

### **11.4 Webcast**

Meetings of the Cultural Advisory Panel will not be webcast.

### **11.5 Audio-Visual Attendance**

11.5.1 All Cultural Advisory Panel members may attend and participate in the Advisory Panel meetings by audio-visual link.

11.5.2 To attend an Advisory Panel meeting by audio-visual link, the panel member must notify Council Secretariat staff by email

([secretariat@cityofparramatta.nsw.gov.au](mailto:secretariat@cityofparramatta.nsw.gov.au)) before midday on the day of the meeting.

11.5.3 Following the midday deadline, Council Secretariat staff will:

- issue an audio-visual link to all/any Advisory Panel member/s attending the meeting remotely; and
- notify the Chairperson and Convenor of all/any Advisory Panel member/s who will be attending the meeting remotely.

## **11.6 Agenda and Business Papers**

- 11.6.1 The Convenor are responsible for the preparation and distribution of meeting agendas and minutes of all meetings, with the assistance of the Council Secretariat.
- 11.6.2 The Convenor will inform the Chairperson of the meeting agenda prior to publication of the agenda.
- 11.6.3 The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting, with the assistance of Council Secretariat.

## **11.7 Minutes**

- 11.7.1 The outcomes of the Cultural Advisory Panel meetings shall be reported to the Customer, Community and Culture Committee, as per Clause 11.8.
- 11.7.2 Council is to keep full and accurate minutes of the proceedings of Cultural Advisory Panel meetings.
- 11.7.3 The minutes of the meetings of the Cultural Advisory Panel must be confirmed at a subsequent meeting of the Cultural Advisory Panel.
- 11.7.4 The Convenor, with the assistance of Council Secretariat, will publish the confirmed minutes on Council's website a maximum of five (5) business days after the meeting where the minutes were confirmed.

## **11.8 Reporting Requirements**

The Council Secretariat is responsible for reporting the minutes and associated recommendations of each Cultural Advisory Panel meeting to the next available meeting of Customer, Community and Culture Committee for consideration, assisted by the Co-Convenors.

## **12. ORDER OF BUSINESS**

- 12.1 The general order of business of the Cultural Advisory Panel meeting will be as follows:
1. Opening and Acknowledgement of Country
  2. Meeting Attendance, Apologies and Disclosure of Interests
  3. Confirmation of Previous Minutes
  4. Matters for Discussion
  5. Status Update
  6. Emerging trends, recent developments and funding/partnership opportunities
  7. General Business
  8. Conclusion of Meeting

## **13. CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST**

- 13.1 Members of the Cultural Advisory Panel must comply with the City of Parramatta's Code of Conduct in their capacity as a Panel Member.
- 13.2 Members of the Cultural Advisory Panel must act lawfully, professionally, ethically and with integrity.
- 13.3 Any confidential information discussed, received and used in the Cultural Advisory Panel meetings must not be distributed, until deemed otherwise by the Convenor. Council or the CEO may terminate a Cultural Advisory Panel member's term for breaching these requirements, or Terms of Reference.
- 13.4 Conflicts of Interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.
- 13.5 In addition, where members are engaged as City of Parramatta contractors or consultants, outside their work on the Cultural Advisory Panel but for work that pertains to an item on the Cultural Advisory Panel agenda, the member shall not participate in any discussion, decision-making or voting on that item.

## 14. VARIATION OF THE TERMS OF REFERENCE

- 14.1 The Terms of Reference may be amended by resolution of the Council at any time.

## 15. VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	<i>14 April 2025</i>	<i>December 2028</i>