

CULTURAL ADVISORY GROUP

This Charter are to be read in conjunction with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

1. Establishment

The Cultural Advisory Group (in its current format) is established by Council resolution (C17.10.23).

2. Purpose

The purpose of the Cultural Advisory Group (the group) is to provide strategic advice to Council and be the community voice in matters related to arts, culture, cultural tourism and heritage.

For the purposes of the group and this Charter, the following definitions are provided:

arts	individual or collective creative activity, the expression or application of creative skill and imagination in various branches, including but not limited to painting, sculpture, literature, music, dance, theatre, films and graphic arts.
culture	how the community expresses itself collectively. It is the shared values, attitudes, goals and practices that characterise Shire of Mundaring.
heritage	built and natural heritage, historical research, heritage interpretation/curation, Aboriginal heritage and cultural landscapes that have been passed down through generations thus are of special value and worthy of preservation. Heritage invites us to reflect on where we have come from and imagine how we would like the future to be.
cultural tourism	experiences centred around the arts, history, heritage and unique cultural aspects of a destination, including traditions, architecture, food, music and lifestyle.

This advice is related to the strategic outcome “*Community: Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs*”.

Source: *Strategic Community Plan 2020-2030*

The group is to:

- a. Provide advice on policies and projects which build on the Shire’s arts, culture, cultural tourism and heritage strengths, goals and objectives.

- b. Provide advice on incorporating arts, culture, cultural tourism and heritage into the Shire's strategic plans, informing strategies and operational plans.
- c. Make recommendations and advocate on behalf of the community and stakeholders on matters related to arts, culture, cultural tourism and heritage.
- d. Foster the awareness of and involvement by residents in community arts, cultural and heritage projects.
- e. Highlight what is unique about Shire of Mundaring as a place to live, work and visit through various arts, culture, cultural tourism and heritage mediums.
- f. Promote, inform and celebrate the achievement of local organisations, artists and cultural providers to build on the rich natural and built heritage and artistic traditions of the region thus attracting cultural tourism and building community.
- g. Identify potential funding partnerships and opportunities and attract funding to support arts, culture, cultural tourism and heritage initiatives.
- h. Encourage creation of a network of local cultural organisations to develop a partnership approach to sustainable arts, culture, community and business.

3. Powers

The group has no delegated authority to make any decisions for or on behalf of Council and are not authorised to:

- Expend or authorise the expenditure of any Shire funds
- Correspond with any party
- Speak on behalf of the Shire or Council
- Issue any media release
- Issue any instruction to Shire employees.

The group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

Recommendations from the group are advisory only and shall be given due consideration in decision making processes but are not be binding on staff or Council.

4. Membership

The group shall consist of the following members:

- a. one council member
- b. up to 12 external members

Applications to the Cultural Advisory Group are encouraged from MAC Inc, KSP, MHHS and Marloo Theatre, ideally with a deputy member identified for these groups.

Applications to the Cultural Advisory Group are encouraged from a youth member via local senior high schools.

An external member absent for three consecutive meetings without leave shall forfeit their membership.

The CEO and employees are not members of the group. The Manager Community, Culture and Visitor Experience is to provide administrative support to the group.

The group may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

5. Appointment

Members are appointed to groups by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

5.1 Council Members

Council members are appointed in keeping with the principles of section 5.10 of the *Local Government Act 1995* (the Act).

5.2 External Members

Nominations for external members to apply for a position on the group will be advertised in accordance with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

External members will possess experience and a background in matters related to arts, culture and heritage. The composition of the group will encourage a diverse range of perspectives, ideas and recommendations.

Members will represent a broad spectrum of the cultural sector and will include but not be limited to:

- practicing artists and creative industry professionals
- members of the local Aboriginal community
- public art consultancy or curation
- cultural collection management
- history
- natural environment
- town planning
- cultural institutions (including libraries)
- history and heritage (which can include, but is not limited to: built heritage; historical research; heritage interpretation/curation; Aboriginal heritage; cultural landscapes; archaeology)
- creative industries (which can include, but not limited to: visual and performing arts, multi-media, technology, economic development of the sector)

Potential applicants for the role of external member will be required to provide a statement on their skills and experience in order to be considered for appointment.

Applications for external members shall be assessed against the selection criteria with a report providing recommendations for appointment to be considered by Council.

5.3 Presiding Member

The presiding member and deputy presiding member are to be appointed by the group at its first meeting.

The presiding member is to be a council member appointed to the group.

6 Roles and Responsibilities

Each member is expected to conduct themselves in keeping with the provisions with the Act, *Meeting Procedures Local Law 2015* and the Code of Conduct to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the group.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for contributing from a Shire-wide perspective consistent with the groups purpose.
- External members are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.

Where the presiding member is unable or unwilling to chair the meeting, the senior employee tasked with supporting the group will chair the meeting (but does not have voting rights).

- Employees are responsible for conducting necessary research as required, as well as providing professional advice, and for administering its meetings.

7 Meetings

Meetings shall be held generally in keeping with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held three times per year or upon the calling of the meeting by the presiding member.

Special meetings may be held:

- a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b. if so decided by the group; or
- c. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the group whether vacant or not. Each member of the group at a meeting will have one vote. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

7.1. Working Groups

There may be a need for working groups formed out of the Cultural Advisory Group which are to be established in accordance with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

Working groups will:

- include at least one group member along with additional specialist working group members
- have a minimum of three members and a maximum of seven members to be listed in the endorsed Charter.

8 Recording and Reporting

The Record of Proceedings shall record:

- details of any disclosure of interest and the extent of such interest.
- times any member has departed and/or re-enters the meeting.
- consensus agreement on actions.

The Record of Proceedings will not reflect verbatim discussion on issues or matters discussed prior to consensus agreement being reached. At the end of each meeting, the presiding member will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

Where advice is received from a group which may inform decisions made by Council and has been included as consensus agreement in the Record of Proceedings, this advice may be included in an officer report for formal consideration by Council. Agreed actions will be assessed for financial or resourcing implications prior to being actioned.

9 Changes to Charter

This Charter is to be reviewed prior to each ordinary local government election.

This Charter may be amended by the group when required with Council to endorse any changes.

10 Term

Council may determine at any time that a group is no longer required and is to be disbanded.

Document Control

Item	Date	Reviewed
Group established (in current format)	October 2023	C17.10.23
Reviewed	September 2025	C-5-9-2025