



Culture, Arts, Land & Heritage (CALH) Advisory Committee – Terms of Reference (TOR)

1. Purpose

- 1.1. The main purpose of the Culture, Arts, Land & Heritage (CALH) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:
 - **Outcome 1:** We preserve cultural heritage, history and place.
 - **Outcome 12:** We bring opportunity to our region and put our culture on the world stage.
- 1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio to enable Council to:
 - (i) embed the language and cultural (Ailan Kastom) lens into all operational and strategic policy and decision making;
 - (ii) encourage the participation and optimum service delivery throughout the TSIRC footprint and communities in arts, cultural and heritage programs, projects and activities;
 - (iii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate the region's arts, culture, history, languages and heritage communities.

2. Authority

- 2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.
- 2.2 The Committee:
 - cannot require Council to adopt a policy or recommendation approved by the Committee; and
 - has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Alian Kastom
- Language Revitalisation
- Repatriation of Sacred Artefacts and Human Remains
- Cultural Villages
- Torres Strait Islander Flag (including copyright)
- Native Title
- Deeds of Grant in Trust
- Land transfer
- Master Planning

4. Term

4.1 The CALH Advisory Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

5. Membership

5.1 Members shall be:

- the Chairperson (Cr Chelsea Aniba) – as resolved by Council
- two other Councillors (Cr Aggie Hankin and Cr Bob Kaigey) – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

6. Standing Orders and Meeting Procedures

6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.

6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.

6.3 Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

7. Meetings

7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.

7.2 Meeting quorum shall be two members.

- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 st QTR Report	to each October Council Meeting (covering July-Sept period)
2 nd QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 rd QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 th QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

9. Amendment, Modification or Variation

- 9.1 These Terms of Reference may only be amended, varied, or modified in writing with approval from Council.

10. Executive Officer Support

- 10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director Corporate Services**.
- 10.2 The Executive Director Community Services will provide additional support when required.

11. Administrative Support

- 11.1 Secretariat and administrative support will be provided by the Corporate Services Directorate.