

Performance of the Community and Culture Advisory Committee

(Review carried out in 2021 on Advisory Committee's performance July 2019 to June 2021)

1. Did the Community and Culture Advisory Committee (**Committee**) report to the Council as required?
 - At the Ordinary Council Meeting held on 11 December 2018, Council resolved to establish the Community and Culture Advisory Committee.
 - The Community and Culture Advisory Committee Annual Performance Review will be reported to the Ordinary Council Meeting to be held on 24 August 2021.

2. Detail the number of meetings required to be held per calendar year as provided for in the Guidelines for Meeting Practice – Advisory Committees.
 - Four meetings per year.

3. Detail the number of meetings held in 2019, 2020 and 2021, that were quorate.
 - A quorum was met at every meeting except for the meeting of 2 November 2020. In accordance with the Section 10 Quorum of the Guidelines for Meeting Practice the Chairperson decided to proceed with the meeting on the 2 November 2020.

Year	Proposed Meetings	Held Meetings	Comments
2019	3 September 4 November	3 September 4 November	
2020	7 April 7 July 29 September 2 November	7 July 29 September 2 November	7 April cancelled due to COVID-19
2021	2 February 4 May 3 August	2 February TBC TBC	Fourth meeting for 2021 to be scheduled post Council elections

4. The Guidelines for meeting practice – Advisory Committees require Members of the Committee to conduct themselves in accordance with the Code of Conduct. All Members have conducted themselves in accordance with the Code of Conduct and actively participate in the item discussion at each meeting and are asked whether any conflicts of interest are present before tabling items at the meeting and during the meeting.

5. Do Business papers of meetings:

a) Include relevant background information necessary to enable Members to make informed decisions

- Yes.

b) Are distributed to Members in accordance with the required timeframe

- Yes.

6. Do minutes of meetings:

a) Contain a summary of the decisions

- Yes.

b) Are adopted by the Committee at a subsequent meeting

- Yes.

c) Are distributed to Members in the required timeframe

- Yes.

7. Attach annual attendance details.

See Attachment 1.

8. Have all Community Representatives attended induction?

Yes.


9. Summary of key business items.

- See Attachment 2.

Approval

Committee Facilitator

Name: Alissa Jones

Signature: 

Date: 27 April 2021

Legal Service Unit

Name: Jessica Groth

Signature: 

Date: 19 July 2021

ATTACHMENT 1 – ANNUAL ATTENDANCE FOR MEETINGS – COMMUNITY AND CULTURE ADVISORY COMMITTEE

MEMBERSHIP NAMES	3/9/2019	4/11/2019	7/7/2020	29/9/2020	2/11/2020	2/2/2021	4/5/2021	3/8/2021
Cr Carol Duncan Councillor - Chair	√	√	√	√	√	√	√	TBC
Cr Andrea Rufo Councillor – D/Chair	√	X	√	X	X	√	X	TBC
Cr Kath Elliott Councillor	√	X	X	X	X	X	X	TBC
Nick Rendell Stakeholder	√	√	√	√	X	X	√	TBC
Jenny Moody Stakeholder	√	√	X	√	X	√	√	TBC
Dr Ann Hardy Stakeholder	√	√	√	X	X	√	√	TBC
Michelle Frazer Community Rep	√	√	X	√	X	√	√	TBC
Katherine McLean Community Rep	√	X	X	X	X	X	X	TBC
Chris Dunstan Community Rep	X	√	X	√	√	√	X	TBC

ATTACHMENT 2 – SUMMARY OF KEY BUSINESS ITEMS

DATE OF MEETING	BUSINESS ITEM
3 September 2019	<ul style="list-style-type: none"> • Community and Culture Advisory Committee Terms of Reference • Community and Culture Advisory Committee Governance Briefing • The Library Strategy • Newcastle Sports Strategy
4 November 2019	<ul style="list-style-type: none"> • Notice of Motion 27/08/2019 – Florence Austral – Our Forgotten Diva • Newcastle Art Gallery Expansion Project • Civic Services Update
7 July 2020	<ul style="list-style-type: none"> • CN Grants and Sponsorship Program • Independent Creative Alliance Newcastle (ICAN) and Accessible Arts • Creative Kids (Create NSW) • “New Annual” Event • Hunter Living Histories • General business discussion: <ul style="list-style-type: none"> - Cultural Strategy - Public Art - Captain Cook Fountain
29 September 2020	<ul style="list-style-type: none"> • Victoria Theatre Project • Newcastle Youth Council • Social Infrastructure Strategy • Strategic Sports Plan • Digital Programming and Civic innovation during COVID-19
2 November 2020	<ul style="list-style-type: none"> • Newcastle Art Space Programming • Newcastle Museum • Public Art Reference Group • Library Infrastructure Satisfaction Survey • “New Annual” Event (12 to 21 February 2021)
2 February 2021	<ul style="list-style-type: none"> • Task Force response for Arts • Lord Mayoral Minute – Civic Cultural Precinct Update • “New Annual” Event (12 to 21 February 2021) • Newcastle Art Gallery “WE CAN BE HEROES – a backstage pass” and 2021 Programming • Civic Services
4 May 2021	<ul style="list-style-type: none"> • Newcastle Theatre Company • Newcastle Fringe Festival • Newcastle Theatre Industry Snapshot • Advisory Committee Annual Performance Review to Council • General business discussion: <ul style="list-style-type: none"> - TINA update