

Central Coast Council
Terms of Reference
Community and Culture Committee of Council

Date Adopted: 29/04/2025 Revision: 1.3



Community and Culture Committee

1. MEMBERSHIP AND VOTING

- 1.1. The voting membership of the committee shall be:
 - 1.1.1. The Mayor;
 - 1.1.2. Councillors as nominated by Council.
- 1.2. The Committee shall aim to make decisions by consensus when possible, however if voting on a motion put to a meeting of the Committee is equal, the Chairperson of the meeting shall have a casting vote as well as an original vote;
- 1.3. In addition to members, the following people shall be permitted to attend and participate in Committee meetings as observers unless the meeting is closed under Section 10 of the *Local Government Act 1993*:
 - 1.3.1. Any other Councillor
 - 1.3.2. Chief Executive Officer and Council Officers as determined by the CEO;
- 1.4. Observer Councillors will be entitled to sit with members and participate in all aspects of the committee with the exclusion of voting on items not determined by consensus.

2. PURPOSE

- 2.1. The purpose of the committee is to provide advice and recommendations to council on all matters involving social, community and cultural matters.

3. SCOPE

- 3.1. The Committee may provide advice, input and feedback on matters relating social, community and cultural matters including:
 - 3.1.1. Housing and homelessness
 - 3.1.2. Arts, culture and events
 - 3.1.3. Disability, access and inclusion
 - 3.1.4. Sport, recreation and leisure
 - 3.1.5. Community development
- 3.2. The Committee will consider the minutes of relevant sub-committees if established.

4. DELEGATIONS

- 4.1. The following delegations will apply to the Committee:
 - 4.1.1. The Committee may make recommendations to Council on all relevant business presented before it. Such recommendations will be presented to Council in a report prepared by council officers.
 - 4.1.2. The Committee may establish sub-committee as per Section 10.

- 4.1.3. Questions with Notice may be submitted to the Committee and these questions along with any response will be included in the minutes of the committee

5. CHAIRPERSON

- 5.1. The Chairperson is to be determined by Council when considering membership of the Committee;
- 5.2. The role of chairperson is as described in the Code of Meeting Practice.
- 5.3. In relation to any procedural matter, the ruling of the Chairperson is final.
- 5.4. In the absence of the chairperson the committee will elect a chairperson as the first item of business.

6. SECRETARY

- 6.1. The CEO will assign Council Officials to perform the role of Secretariat.

7. MEETINGS

- 7.1. A suitable meeting place and facilities will be made available by Council for the conduct of meetings.
- 7.2. Meetings will be held at *[insert cadence]* at the Council Administration Building at 2 Hely Street Wyong, unless otherwise notified.
- 7.3. The Committee may call an extraordinary meeting following the process outlined in the
- 7.4. The Committee will be bound by, and operate according to, the Code of Meeting Practice and the Code of Conduct.
- 7.5. The Committee is open to the public in accordance with the Code of Meeting Practice and the *Local Government Act 1993*.
- 7.6. The Committee may close to the public to consider confidential items only as defined under the adopted Code of Meeting Practice and Local Government Act, 1993.

8. ATTENDANCE AT MEETINGS

- 8.1. A quorum shall be the majority of Councillor members (excluding the Mayor) rounded up to the nearest whole number (ie half plus one).
- 8.2. Committee members (other than the Mayor) cease to be a member of a Committee if the Committee member:
 - 8.2.1. has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or
 - 8.2.2. has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

9. BUSINESS PAPER AND MINUTES

- 9.1. The Business Paper will be prepared in a format aligned to Council's Business Paper and as required in the Code of Meeting Practice.
- 9.2. The Business Paper will be distributed a minimum of three business days prior to the meeting date.
- 9.3. Items of business may be proposed by the Chair of the committee, or by agreement of 2 members of the committee by notice in writing to Council no later than 10 calendar days prior to the meeting.
- 9.4. The minutes and associated recommendations of each meeting shall be submitted to Council for consideration.
- 9.5. Minutes of all meetings will be retained in the electronic document management system of Council.
- 9.6. The minutes shall contain:
 - 9.6.1. Description of the meeting, date, time and venue at which the meeting was held,
 - 9.6.2. A list of persons present,
 - 9.6.3. Notation of adoption of minutes from previous the meeting,
 - 9.6.4. Whether there was business arising from the minutes,
 - 9.6.5. Notation of reports, correspondence and recommendations
 - 9.6.6. Time meeting closed, date and venue for next meeting.

10. SUB-COMMITTEES

- 10.1. The standing committee may establish sub-committees for the purpose of specific tasks or functions.
- 10.2. If a sub-committee is established:
 - 10.2.1. It should be provided with Terms of Reference and a reporting timeframe,
 - 10.2.2. It should be assigned a conclusion date,
 - 10.2.3. It will report to the parent standing committee for consideration of outcomes,
 - 10.2.4. The parent committee will determine the recommendation to Council.
- 10.3. The Committee will consider the minutes of relevant sub-committees (if established) as an agenda item.

11. TERM

- 11.1. The committee will operate for the term of Council and, unless otherwise resolved to be an earlier date, be dissolved at the last meeting of the current term of Council.