

Arts Advisory Committee

Terms of Reference



Classification

Advisory Committee of Council

Purpose

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of the Arts and Cultural Plan 2018-2022.

Objectives

- To assist and advise Council regarding key issues relating to arts and culture.
- Provide a forum for dissemination and consideration of information to the local community.
- Collaborate on strategies to maximize participation in the cultural life of the community and opportunities to enjoy the arts.
- Advise on the ongoing implementation and evaluation of the Arts and Cultural Plan 2018-2022.
- Advise on the acquisition and de-accessioning of artworks in accordance with the Nillumbik Shire Art Collection Policy 2014-2017.
- Act as the Project Reference Group for the Arts and Cultural Development projects and policy reviews.
- Act as the nominated independent assessment panel for Arts and Cultural Development open applications.

Membership and chairperson

- Arts and Economic Development Portfolio Councillor to act as chairperson.
- Community Services Portfolio Councillor to act as deputy chairperson.
- Seven volunteer community representatives to collectively represent a diverse range of arts and cultural expertise, with an even spread of members representing one of the three discipline areas as defined by the National Arts and Culture Accord:
 - Core arts (such as music, performing arts, literature, visual arts, galleries, theatres, for vocational and/or recreational purposes; together with libraries, cultural venues, events and festivals, education and training institutions)
 - Creative industries (such as publishing, film, television, new media, fashion, design)
 - Cultural heritage (such as the work undertaken by museums, galleries, libraries to preserve, and provide public access to, artefacts and intangible cultural heritage, including indigenous heritage).

Term of appointment

Community representatives will be appointed for a two-year term or until otherwise resolved by Council.

Co-opted members

Suitably skilled persons may be invited to join the committee in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members do not contribute to the committee's quorum.

Quorum

A meeting can only take place with a minimum quorum of five Committee representatives. In addition, at least one Council staff member must be present for administrative purposes.

Member responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- Undertake induction as a volunteer of Nillumbik Shire Council.
- Demonstrate an understanding of issues relevant to the Nillumbik municipality and surrounding region.
- Understand the role of local government in the arts and cultural sector.
- Be conversant with relevant Council plans and policies, including the Council Plan, Health and Wellbeing Plan, Economic Development Plan.
- Participate in formal induction as a volunteer of Nillumbik Shire Council.
- Prepare for and actively participate in regular committee meetings.

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council's advisory committees must:

- Adhere to the Equal Opportunity Act 1995, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.
- Adhere to the requirements of the Occupational Health and Safety Act 2004 and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.
- The council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti Bullying and Violence Policy as part of the committee induction process.

Meeting frequency

Meetings are held bi-monthly at the Civic Centre, Civic Drive, Greensborough during the development of the Arts and Cultural Plan after which time meetings will revert to quarterly. Extra-ordinary meetings may be convened as required.

Management of the Committee

- The **Coordinator Arts and Cultural Development** or other nominated delegate will resource the Committee and attend all meetings as Secretariat.
- The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions.

Reporting procedure

- The Committee is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflect in any reports and statements issued.
- Minutes of the meetings are presented to Council for information at the next scheduled Council Meeting.
- Recommendations made by the Advisory Committee require consideration and approval by Council before being fully endorsed and acted upon.

Public Statements

Members of the Committee cannot make public statements on behalf of Council.

References

- Nillumbik Shire Art Collection Policy 2014-2017.
- **Council Plan 2017-2021.**
- **Arts and Cultural Plan 2018-2022.**

Contact details of group

Coordinator Arts and Cultural Development, 9433 3132.

Approval date

Next review date

July 2021