

# Arts and Cultural 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 Arts and Culture.

### 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.
- To keep Council informed of the artistic and cultural needs of the 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 2019-2022.
- Act as the Project Reference Group for 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

- Two Councillor's appointed by Council as the Chairperson and alternate delegate of the Committee (Deputy Chairperson).
- A minimum of eight (8) volunteer community representatives to collectively represent a diverse range of arts and cultural expertise. Council may increase the number of sitting representatives at its discretion.
- Members may only be added to the Advisory Committee by Council.
- Additional persons may be invited to attend meetings at the discretion of the Advisory Committee.
- All members represent the community interest and not individual or sectional interests.
- Council's nominated Councillor will be the Chairperson. In the event of the Chairperson being unable to attend a meeting, the Deputy Chairperson will act in their place. Where no Councillor is present, the Committee will appoint a Temporary Chairperson for that meeting.

## **Selection and term of appointment**

Members will be selected by a selection panel consisting of the Chairperson, Deputy Chairperson and two (2) sitting members of the Advisory Committee. Council will approve the new members of the Arts and Cultural Advisory Committee and (if updated) the Terms of Reference.

The term of appointment will be a two (2) year period.

Any member may resign at any time by advising his or her resignation to the Advisory Committee in writing. Council will be responsible for appointing any person to fill the casual vacancy for the remainder of the term.

A member who is absent for more than two consecutive meetings without leave or reasonable excuse may be asked to explain their absence to the Advisory Committee.

If an Advisory Committee member is absent without leave or reasonable excuse that is accepted by the Advisory Committee, the Advisory Committee may, via the Manager Community Partnerships, request that Council declare the position vacant.

## **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 (5) 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.
- Have a working understanding of relevant Council plans and policies, including the Council Plan and Arts and Cultural Plan.
- 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 2010, 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 quarterly at the Civic Centre, Civic Drive. Extra-ordinary meetings may be convened as required.

### **Management of the Committee**

- The Community Arts & Cultural Engagement Officer 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 reflected 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 2019-2022.
- Public Arts Policy 2019-2022
- Council Plan 2017-2021.
- Arts and Cultural Plan 2018-2022.
- Health and Wellbeing Plan 2017-2021

### **Contact details of group**

Community Arts & Cultural Engagment Officer, Arts and Cultural Development, 9433 3175.

### **Approval date:**

**Next review date:** December 2022