



## Terms of Reference

### Arts Advisory Board – Creative Infrastructure Working Group

<b>Introduction</b>	The Arts Advisory Board was formed in 2018. The Terms of Reference of the Arts Advisory Board allows for the establishment of Working Groups to support its work and to achieve the outcome of Council's <i>Arts, Culture and Heritage Strategy</i> .
<b>Purpose</b>	<p>Overall responsibilities of the Creative Infrastructure working group are to:</p> <ul style="list-style-type: none"> <li>• Proactively offer specialised advice, support, and advocacy to enhance collaboration among existing and new creative venues/infrastructure, fostering a unified approach to empower the creative industry. The focus of this group will be on existing and planned venues including, Dandenong New Art, Walker Street Gallery and Arts Centre, The Drum Theatre and the planned Creative Industry Space.</li> <li>• Consider and advise Council's Arts Advisory Board on matters relating to Creative Infrastructure – including but not limited to building, initiation and delivery of creative infrastructure projects; programming/operations; and collaboration and advocacy within the creative industries, drawing on expert input from industry specialists.</li> <li>• Provide strategic advice and advocacy in finding and developing new opportunities including partnerships, funding, and new innovative pathways and solutions.</li> <li>• Provide a forum for best practice and innovation in Creative Infrastructure.</li> <li>• Support Creative Infrastructure initiatives across the City of Greater Dandenong including identifying opportunities for external partnerships that enhance and strengthen Council's ability to meet the Arts, Culture and Heritage strategy with a focus on '<i>Maintaining and providing access to high-quality arts, culture and heritage infrastructure</i>'.</li> </ul>

	<p>This group will support staff in meeting these key strategy priority initiatives and projects (from Arts, Culture and Heritage Strategy 2022 – 2026):</p> <p><b>1.3</b> Advocate and explore opportunities for local arts, culture and heritage activity across national and international platforms.</p> <p><b>1.4</b> Continue to provide accessible and fit for purpose arts, culture and heritage spaces and infrastructure locally.</p> <p><b>2.3</b> Progress planning and development of creative industry production hub in central Dandenong</p> <p><b>2.4</b> Complete and launch Dandenong New Art.</p> <p><b>3.4</b> Strengthen partnerships and synergistic opportunities across Council teams, community organisations, peak bodies, the private sector and other councils.</p>
<b>Scope</b>	<p>The scope of the Arts Advisory Board Creative Infrastructure working group is confined to the exploration, advocacy, advice and support of Creative Infrastructure opportunities for arts and cultural services in the City of Greater Dandenong to be recommended to the Arts Advisory Board.</p>
<b>Priorities</b>	<p>Initial priorities are to:</p> <ul style="list-style-type: none"> <li>• Support the role of multi-form Creative Infrastructure in creating local identity and building a vibrant city.</li> <li>• Increase community awareness, knowledge and engagement with the Creative Industry and the important role infrastructure for the arts play, in-line with the Arts, Culture and Heritage Strategy.</li> <li>• Engage and advocate within the creative sector to build new partnerships, opportunities, funding and connections to build a strong creative network for Dandenong New Art (DNA), the future Creative Industry Space (former Precinct Energy Plant building), the Drum Theatre, Walker Street Gallery and Arts Centre and future creative infrastructure projects.</li> </ul>
<b>Constraints</b>	<p>The Creative Infrastructure working group is not a legally constituted association. As an entity it has no power or authority, whether by delegation, agency or otherwise to exercise any function, right, duty or power of the Council.</p>
<b>Roles and tasks</b>	<p>The Creative Infrastructure working group will take account of the above scope, purpose and constraints.</p> <p>Members are expected to:</p> <ul style="list-style-type: none"> <li>• Attend meetings and participate in the conversation.</li> <li>• Share specialist knowledge and expertise as appropriate.</li> <li>• Discuss issues openly and respect confidentiality.</li> <li>• Provide input and feedback where appropriate.</li> </ul>

	The activities of the working groups will be reported at meetings of the Arts Advisory Board.
<b>Chair</b>	The Chair will be the nominated representative member of the Arts Advisory Board.
<b>Membership</b>	<p>In addition to the Chair, the Creative Infrastructure Working Group membership is comprised of up to four (4) nominated individuals who may have:</p> <ul style="list-style-type: none"> <li>• Interest in the development of creative industry and Creative Infrastructure.</li> <li>• A demonstrated ability to embrace, respond and advise on Creative Infrastructure opportunities including traditional and contemporary practices and industry network development.</li> <li>• Demonstrated experience in Creative Infrastructure projects including but not limited to concept, design, build operational and curatorial.</li> </ul> <p>These four (4) nominated positions are voluntary.</p>
<b>Support</b>	Council staff will provide administrative support and service expertise to the Working group. Council staff are non-voting members.
<b>Meetings</b>	The Working groups will meet a minimum of two (2) times per year. Additional meetings will be convened as required.
<b>Quorum and Voting</b>	<p>It is preferable that recommendations from the Working Group to the Arts Advisory Board are made by consensus. However, there may be circumstances where a matter is decided by a vote.</p> <p>Each member is entitled to one vote and the Chair will exercise a casting vote, or provide recommendation for further action/s, should this be required.</p> <p>If a vote is required on any occasion a quorum of half plus one of total group members will be required.</p>
<b>Conflict of Interest</b>	<p>The Local Government Act 2020 identifies direct and indirect conflicts of interest which require disclosure as and when they arise.</p> <p>Any matter deemed to be a conflict of interest shall be reported to the Chair either prior to a meeting or before the specific item is discussed</p> <p>Members of the Working Group must be fully aware of their responsibilities with regards to the management of interests in relation to the discharge of their duties as a member of the Working Group.</p>
<b>Confidentiality and Disclosure</b>	Any confidential information that is discussed or shared at the Working Group meetings must not be disclosed to any other third parties.
<b>Review</b>	The role and purpose of the Creative Infrastructure working group is to be reviewed annually.

	The Advisory Board will retain the ability to conclude the working groups or the groups' formal relationship with the Advisory Board at its discretion and/or at the achievement of its objectives.
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