

Arts Advisory Board Terms of Reference

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1. Purpose

Establishment of the Arts Advisory Board aligns with the Greater Dandenong Council Plan 2021-25 and the objectives of Council's Community Engagement Policy and Framework and contributes to Council's strong commitment to engaging the community in a genuine and meaningful way by bringing together local knowledge, expertise and stakeholders to support Council's decision-making process.

The key role of the Board is to provide independent advice and monitor and oversee the implementation of the City of Greater Dandenong Arts and Cultural Heritage Strategy.

The Arts Advisory Board replaces a number of related Advisory Committees and expands and builds on their previous scope, duties and responsibilities to advise Council on a diverse and comprehensive range of matters regarding arts and culture.

The City of Greater Dandenong plays a key role in the planning, development and support of arts and culture throughout the city. The Arts Advisory Board will address issues supporting arts and culture including:

- Oversight of the Arts and Cultural Heritage Strategy and other relevant strategic plans
- Cultural venues – Heritage Hill Museum and Historic Garden, Walker Street Gallery and Arts Centre, Dandenong New Art, and Drum Theatre
- Cultural participation including arts programs, projects, festivals and events
- Support of community arts initiatives
- Creative aspects of the built and public environment including public art
- Support and development of local and emerging artists
- Partnerships, funding and advocacy

2. Objectives

The objectives of the Arts Advisory Committee are to:

- bring community perspectives to Council decision making process
- promote and support Council's roles through engagement and advocacy
- assist Council to identify, articulate and respond appropriately to community needs and emerging issues
- assist in the development and implementation of corporate policies, plans and programs that benefit the community
- provide input, advice and specialised knowledge to support Council decision making process in timely and effective manner on issues relating to Arts and Culture
- balance community benefit with the strategic oversight of Council's capital and operational investments for the arts.
- consider and advocate for funding and sponsorship opportunities as they arise
- develop and promote interest in the arts
- support and develop local and emerging artists
- support community arts initiatives
- consider and provide advice on key Government initiatives, issues, programs

- and reviews
- monitor community feedback and changing trends regarding arts and culture engagement

3. Term of Appointment

Individual members will hold office for a term of three years. At the conclusion of their term members may re-apply for membership but may only be appointed for three (3) consecutive terms as part of their tenor before retiring, unless otherwise resolved by Council.

Requirements for re-appointment of Committee Members to a full term will follow the same selection process as set out in this Terms of Reference.

An individual who has held membership for three (3) consecutive terms must take a twelve (12) month break before being eligible for re-appointment.

Terms of Reference are to be endorsed at an Ordinary Meeting of Council.

4. Role of Advisory Committee

The role of the Arts Advisory Board is to engage with the community and report to Council by providing appropriate advice and recommendations on matters relevant to the Terms of Reference in order to assist in the facilitation of informed and effective decision-making.

All recommendations made by the Arts Advisory Board require consideration and endorsement at an Ordinary Meeting of Council before being acted on.

5. Councillor Representatives

The nominated Councillor Representative/s to the Arts Advisory Board will:

- be appointed by Council at the Annual Statutory Meeting of Council
- actively participate in Advisory Committee Meetings
- facilitate communication between the Committee and Council
- act in accordance with Council's Code of Conduct – Councillors

6. Chairperson

The role of the Chairperson is to ensure:

- all meetings are conducted in accordance with Council's Governance Rule
- liaise with Council's Manager Creative and Engaged City and administrative support office for the purpose of Agenda and Minute preparation
- obtain consensus from all Advisory Committee members when developing recommendations to Council

- foster a positive working relationship amongst all Advisory Committee members
- ensure all members are given equal opportunity to participate in Advisory Committee discussions
- keep members informed of developments and activities between meetings
- present recommendations and feedback to Council as required
- act in accordance with Council's Code of Conduct – Staff

The Chairperson shall be an external non-council member elected by the Committee.

The term of the Chair is aligned with the term of the Committee.

In the absence of the Chairperson from a meeting, the meeting will appoint an appropriate acting Chairperson.

7. Council Officer Representative

The Role of the Council Officer representative with voting rights is to:

- liaise with the Chairperson and Council's administrative support office for the purpose of Agenda and Minute preparation
- foster a positive working relationship amongst Advisory Committee members and Council
- keep members informed of developments and activities between meetings
- present recommendations and feedback to Council as required
- advise the Committee on the progress or outcomes of matters before Council
- actively participate in Advisory Committee Meetings
- act in accordance with Council's Code of Conduct - Staff

8. Committee Member Responsibilities

Specific responsibilities of the Arts Advisory Board are to:

- prepare for, attend, actively participate and be punctual to meetings
- annually evaluate the performance and review the Committee's priorities for the following year
- each member of the Arts Advisory Board will attend a minimum of four meetings each year
- provide advice to Council for supporting and investing in arts and culture across the municipality, through provision of quality facilities, diverse and accessible programs and projects, strong business and community partnerships, support of local, and emerging artists
- provide advice to Council on the implementation of relevant arts and cultural strategies
- strengthen advocacy and act as champion for the arts in Greater Dandenong

- provide a forum for discussion on arts industry trends and best practice in both the Local Government and arts sectors

Conflicts of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed. Disclosure must include the nature of the relevant interest.

A member who has a direct or indirect conflict of interest (i.e. Interest by close association, financial interest, conflicting duty, personal gain or loss) regarding an item to be considered or discussed by the Committee, must leave the meeting and remain absent until the conclusion of the discussion.

The conflict of interest, including the nature of the interest will be recorded in the meeting minutes including the time the member left the meeting and the time they re-joined the meeting.

If a community member nominates for Local State or Federal elections, they must stand down from their position from the time they declare they have nominated until the results of the election are announced. If a member is Elected, they will be required to resign from their current position on the Committee.

Media Protocols

All Advisory Committee members must act in accordance with Council's Media Policy and refer all media enquiries to Council's Media and Communication Department for a response.

The Mayor of the day remains the spokesperson for all Council activities, Advisory Committee members are not to represent the Committee or Council to the media or on social media, unless approved by the Manager Media and Communications.

Terms and Conditions

All members of the Arts Advisory Board will be required to accept and sign the agreed Terms and Conditions as part of their membership.

Disclosure of Personal Details

In accordance with Council's Transparency Policy, members name, qualifications and current committee position will be listed on Council's website.

Code of Conduct

All members of the Arts Advisory Board will be required to abide by Council's Code of Conduct -Staff (which includes volunteers).

Authority Constraints

The Arts Advisory Board has no authority to:

- expend money on behalf of Council
- commit Council to any arrangements
- consider any matter outside its area of reference
- direct Council Officer in the performance of their duties

9. Membership and appointment of Community Representatives

Membership

The Membership will comprise of:

- Up to two (2) Councillor Representatives – appointed at Council's Annual Statutory Meeting
- One (1) Council Senior Officer from Community Strengthening Directorate appointed by the Director Community Strengthening
- Up to five (5) Community Representatives – appointed by resolution of Council.
 - At least one will need to represent the interests of the local arts community.
 - At least one will need to be a local artist (in any form) and represent the interests of the local artist community.

Appointment of Community Representatives

Community Representatives will be appointed by Resolution of Council following recommendation by a Selection Panel.

Community Members will be representative of Council's diverse and multicultural community including local groups, agencies, businesses, schools and local residents.

Appointment of Community Organisation/Group Representatives

Where Council's seeks membership from a specific community organisation or group, the organisation or group may nominate their preferred representative by providing written advice to Council.

Resignation, Removal and Vacancies

Members of the Arts Advisory Board may resign from their position on the Committee at any time by providing written notice to the Chairperson of their intention to resign.

Council reserves the right to remove members from their Advisory Committee positions when there is a demonstrated failure to meet the obligations outlined in the Terms of Reference.

Should a vacancy arise for a community representative, during the tenure of the Committee, the vacancy shall be addressed through the formation of a Selection Panel and the Selection Process set out in the Terms of Reference.

Vacancies of organisational or group representatives will be filled by direct nomination of the relevant organisation or group.

If a vacancy arises less than six months prior to the end of Committee's term, the Committee may resolve to leave the vacancy unfilled for the interim.

The term for any member appointed part way through the tenure of the Arts Advisory Board shall expire in line with the other members of the Advisory Committee.

If Council receives a request for membership in addition to the appointed members, such a request will only be considered if a vacancy exists, or Council resolves otherwise.

Induction

New members will be required to undergo an induction process as soon as possible after their appointment to the Committee to ensure they are familiar with relevant Council documents, process and operating requirements, including but not limited to:

- Overview of Council
- Council Plan 2021-25
- Community Vision 2040
- Budget Process
- Reporting Requirements
- Community Engagement Policy and Framework
- Transparency Policy
- Conflicts of Interest
- Privacy and Personal Data Policy
- Victoria Charter of Human Rights and Responsibilities
- Media Policy
- Appropriate Workplace Behaviours Policy
- Diversity, Access and Equity Policy
- Code of Conduct – Staff
- Governance Rules

Co-opted Members and Non-Member Attendance

The Advisory Board may invite suitably skilled persons (either professional or community based) to join the group in an advisory capacity for a specific purpose and period of time.

Relevant senior officers from across Council Departments may be invited to attend the Advisory Committee to provide advice and input as needed to assist the Committee in their deliberations.

Co-opt members, invited community members and invited council officers do not have any voting rights.

10. Selection Criteria for Community Members

Nominees for membership of an Arts Advisory Board must be able to demonstrate:

- sound knowledge and understanding of local issues that are relevant to the interest area
- knowledge and experience with community and/or business networks and linkages within the Greater Dandenong
- reasoning as to their passion for arts in Greater Dandenong
- previous Board and/or Committee experience
- experience and/ or expertise or commitment in any of the following areas:
 - Performing arts
 - Arts and cultural activities
- experience and/ or expertise in any of the below listed additional areas will be favourably viewed:
 - First Nations arts
 - Refugee and/or Asylum Seeker arts
 - Creative or cultural facilities
 - Creative industry / business
 - Marketing
 - Philanthropy / fundraising / sponsorship
 - Cultural tourism

11. Community Representation Selection Process

External independent members (community representation) of the Arts Advisory Board will be achieved by calling for nominations. Specific representatives may also be invited to nominate. A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.

Community representatives will be called for by advertising in the local media and on Council's website and other suitable forums.

Suitably qualified and experienced community representatives may be invited to nominate.

A nomination form must be completed by interested representatives and all nominations must be submitted by the published due date prior to being assessed against the Criteria for Community Members.

Officers may seek further information from nominees or their referees as part of the selection process.

A recommendation regarding preferred nominees for the Arts Advisory Board will be prepared for the consideration and endorsement at an Ordinary Meeting of Council.

Successful Nominees will be formally notified by Council in writing as soon as practical after Council endorsement.

12. Remuneration

Remuneration will be paid quarterly to each community representatives of the Arts Advisory Board at the rate of \$3000 per annum for a member and \$5000 per annum for the Chairperson based on their attendance for each quarterly meeting.

Remuneration will not be paid if the community representative is absent from the quarterly meeting.

- Members: \$750 payment for each quarterly meeting
- Chair: \$1250 payment for each quarterly meeting

13. Community Member Selection Panel

The selection panel will comprise:

- A senior member of Council (CEO or Director – or delegated Manager)
- Manager Creative and Engaged City
- Coordinator Experiences and Partnerships

Once the Arts Advisory Board has been appointed, the selection panel will be disbanded.

14. Voting Rights and Decision Making

It is preferable that recommendations of the Arts Advisory Board are made by consensus however there may be circumstances where a matter is decided by a vote.

Quorum

The quorum for the Committee must be half plus one, which is the majority of the number of Committee Members with voting rights.

If a quorum is not present within 30 mins of the schedule start of the meeting the meeting must reconvene at a suitable time.

A quorum must be maintained for voting purposes.

Voting

Each member is entitled to one (1) vote. The Chairperson may exercise a casting vote should this be necessary.

Votes shall be taken by a show of hands and recorded in the minutes of the meeting.

Councillors, Council Officers and guest who are not members of the Committee are not entitled to vote.

15. Scheduled Meetings and Participation

The Arts Advisory Board will meet four times a year on quarterly schedule. Additional meetings may be scheduled as agreed by the Committee.

It is intended that each meeting shall not exceed two (2) hours in duration. If a meeting is to extend beyond this time a vote shall be taken by show of hands to decide if the meeting shall continue or be reconvened at another time.

Under special circumstances a meeting may be cancelled, re-scheduled or extended.

All meetings shall be held at the Council's venues or in a virtual environment as required.

It is anticipated that members will be required to commit a minimum of one hour to the activities of the advisory committee.

It is expected that each member of the Arts Advisory Board will attend at least 80% of scheduled meetings each year.

16. Administration and Reporting of Minutes and Recommendations to Council

Administration Support and Distribution of Agendas and Minutes

The management of the Arts Advisory Board will be overseen by the Manager Creative and Engaged City.

Administration support will be provided by Council's Creative and Engaged City Department to assist the Committee to function efficiently and effectively, including but not limited to servicing all scheduled Committee meetings and the timely preparation and distribution Agendas and Minutes.

All Arts Advisory Board Members are able to submit an Agenda item in accordance with the Terms of Reference.

Agenda items must be submitted to Council (either the Chairperson or a nominated Council Contact) no less than ten (10) days prior to the finalisation and distribution of the Agenda.

The Chairperson in consultation with the (Council Officer Representative with voting rights) will be responsible for coordinating the preparation and distribution of Agendas.

Agendas will be made available to Committee Members no less than five (5) working days prior to a scheduled committee meeting.

Minutes will be distributed in a timely manner to all members to ensure accuracy prior to formal endorsement by the Committee at a subsequent meeting.

Endorsed Minutes will be routinely reported to an Ordinary Meeting of Council for noting.

Attendance and Record of Meetings

All attendance, apologies, conflicts of interests, recommendations and outcomes will be recorded in the Minutes of all meetings held where a quorum is present.

In the event that a member cannot attend, an apology must be received. Future participation of a member may be reviewed for non-attendance of two consecutive meetings without an apology.

Arts Advisory Board members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at and active participation in Committee meetings.

17. Working Groups

Working Groups may be developed to implement particular actions or roles of the Advisory Committee. The establishment of a working group will be conducted under specific objectives and/or expected outcomes and timelines, which will be determined by the Advisory Committee.

The Arts Advisory Board membership is currently supported by three (3) Working Groups, all chaired by Arts Advisory Board members, which provide ongoing advice to support the board's actions. These include:

- Public Art Working Group
- Community Connections Working Group
- Creative Infrastructure Working Group

Chairing a working group is voluntary and that these hours cannot be transferred to Board meetings.

The Arts Advisory Board will determine the role, responsibility and resourcing of working groups. It will retain the ability to conclude a working group or the group's formal relationship with the Committee at its discretion and/or at the achievement of its objectives.

18. Reporting and Requirements

The minutes of meetings where a quorum is present must be routinely reported to an Ordinary Meeting of Council for noting.

Periodic progress reports on the activities and outcomes of the Advisory Committee will be reported to a Councillor Briefing Meeting or via the Councillor's weekly newsletter (Infosum).

Additional advice and/or recommendations by the committee may also be provided to Council through Infosum or a scheduled Councillor Briefing Session where appropriate.

19. Confidentiality

Information discussed, received, used or created by the Arts Advisory Board deemed confidential, must not be disclosed to any person who is not a member of the committee.

Any member who discloses information that they know or should reasonably know to be confidential will be found in breach of the Terms of Reference.

The Arts Advisory Board must act in accordance with Council's Transparency Policy and the Public Transparency Principles as outlined in the Local Government Act 2020.

20. Freedom of Information

All documents produced by or relating to the Advisory Committee that are not publicly available or deemed confidential are subject to the *Freedom of Information Act 1982*.

21. Breaches

The City of Greater Dandenong by resolution of Council may terminate a committee member's appointment for breaching the Terms of Reference set out in this document and/or Council's Code of Conduct – Staff/Councillor.

All members of the Arts Advisory Board will be required to accept and sign the Terms and Conditions statement.

22. Evaluation and Review

A review of the Advisory Committee will be undertaken as required to every three (3) years or as required to ensure the purpose, membership and operations of the committee remain effective and in line with Council objectives.

Appropriate changes to the purpose and outcomes of the Committee and amendments to the Terms of Reference maybe made as part of the review process.

The Arts Advisory Committee Terms of Reference will be reviewed prior to the appointment of a new committee by the Arts Department and re-endorsed at an Ordinary Meeting of Council, unless otherwise advised by Council.

Council has the right to conclude the Advisory Committee by resolution of Council at any time if it is found that the Committee is no longer beneficial to the needs of the Community.

23. Contact

Nataša Petković-Jeremić
Manager Creative and Engaged City
City of Greater Dandenong
225 Lonsdale Street, Dandenong
PO Box 200
Dandenong 3175
Tel: 8571 1000
council@cgd.vic.gov.au

Terms and Conditions

I agree to:

- ✓ Attend the Arts Advisory Board meetings and provide apologies in advance where attendance is not possible. I understand that remuneration will not be paid if the community representative is absent from the quarterly meeting.
- ✓ Act in an advisory capacity by disseminating authorised information within the community and to provide insight and advice to inform the Strategic Plan.
- ✓ Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- ✓ Contribute in a positive way to finding solutions to issues or concerns.
- ✓ At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- ✓ Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group.
- ✓ Notify Council of any potential conflict of interest that may arise with respect to my participation on the Arts Advisory Board.
- ✓ Allow my comments from the meetings to be noted in the written and recorded minutes.
- ✓ Allow Council to promote my participation in the Arts Advisory Board in order to facilitate community feedback and participation.
- ✓ Not disseminate confidential or personal information that is discussed at the Arts Advisory Board meetings as advised by the Arts Advisory Board chair.
- ✓ Act in accordance with Council's Media Policy and not make any media comment on behalf of Council or the Arts Advisory Board unless approved by the Media and Communications Department
- ✓ Adhere to the relevant Council Policies and Guidelines.

Signed: _____

Name: _____ Date: _____