

Arts and Cultural Advisory Committee

Terms of Reference

Approval Body:	Council
Endorsement Date:	4 March 2020
Council Plan Reference:	Objective 2: A Place to Prosper. The destination for arts, culture, sport and leisure that attracts visitors and brings communities together.
Current Version:	4 March 2020
Compulsory Review Cycle:	Bi-annual
Review Date:	March 2022
Responsible Department:	Arts and Cultural Development
Relevant Legislation:	Local Government Act (1989)
Relevant Council Documents:	Advisory Committee Policy Arts and Cultural Development Strategy 2018-2022
Breaches:	As outlined in Council's most current Advisory Committee Policy.
ECM ID:	Add here

1. Purpose

The City of Casey represents a diverse creative community and supports a broad view of arts and cultural expression and participation. Council values arts and culture for its contribution to community strengthening, wellbeing and the local economy.

The City of Casey Arts and Cultural Advisory Committee members represent the community in an advisory role to Council. Committee members provide knowledge and diverse perspectives about creative practice, activities and events relevant to the municipality, the Council Plan and Arts and Cultural strategies and policies.

2. Objectives

The objectives of the Committee are to:

- Keep Council informed of emerging needs or issues representative of the arts and cultural community
- Facilitate communication between community representatives and Council in arts and cultural related disciplines
- Contribute to discussions regarding Council's priorities for arts and cultural development within the municipality, consistent with Council's strategies and policies
- Contribute to the periodic review of Council's arts and cultural strategies, policies, programs and services
- Contribute to the development and enhancement of a strong, recognisable public profile for the arts in Casey

Council will ultimately determine the matters having regard to the advice of the Arts and Cultural Advisory Committee.

3. Definitions

Key term	Definition
Council	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989.
Councillors	means the individuals holding the office of a member of Casey City Council.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Arts and cultural expression	Considered in its broad meaning, the arts and cultural expression can include a range of activities and interests by groups and individuals including, but not limited to, all types of performance, singing, music, sound, dance, visual arts, crafts, design, architecture, literature, photography, film and digital creations.
Arts and cultural participation	There are numerous ways in which people in Casey participate in the arts; as passive observers, audience members, appreciators, supporters, administrators, group members, students, teachers, enthusiasts, creators and performers, professionals and businesses.

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4. Role of the Art and Cultural Advisory Committee

The Advisory Committee has an advisory role. It provides advice to the City of Casey on the arts and cultural needs of the community as they relate to the implementation of arts related strategies and policies, and in conjunction with Council's most current Advisory Committee Policy.

5. Membership and Term of Appointment

Membership comprises:

A Councillor appointed annually at the Special Council Meeting for election of the Mayor; and

A core membership of twelve (12) community representatives reflecting:

- a diverse range of interests and experience, to provide a balance of arts and cultural disciplines and creative industries including but not limited to the performing arts, visual arts, and literary arts;
- representation of all levels of involvement including recreation and professional;
- the demographics of the municipality; and
- the geographic diversity of Casey.

Additional 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 alternate delegate will act in their place. Where no Councillor is present, the Committee will appoint a Temporary Chairperson for that meeting.

6. Appointment of Committee

Committee members shall be appointed by resolution of Closed Council, following recommendation by the Committee.

New members will be required to undergo an induction process as soon as possible after their appointment to the Committee.

7. Community Member Selection Process

Community representatives shall be selected through a nomination process that is advertised in local newspapers, on Council's website, Facebook page and other relevant electronic forums as deemed appropriate, and through networks relating to the Committee's areas of interest.

An assessment panel of all delegated Councillors and two Council officers will recommend on the selection of representatives to fill the membership of the new Arts and Cultural Advisory Committee. Future assessment panels will revert to the following: An assessment panel of at least one delegated Councillor and two community members of the Committee.

All recommendations regarding the filling of vacancies will be submitted in a report by Council officers to a Closed Council meeting for determination.

Community membership on the Arts and Cultural Advisory Committee will be based on the following criteria. Members must:

- have an association with and understanding of the arts and cultural aspects of the Casey community;
- have familiarity with Council's arts related policies, and a knowledge of Council's current arts and cultural activities and events;
- demonstrate capacity to consider the direction of cultural opportunities in a fair and equitable manner; and
- be able to work as part of a team.

All new members will be formally introduced at community arts events where appropriate.

8. Membership Voting Rights and Decision Making

For voting purposes, the Chairperson shall accept motions duly moved and seconded by members of the Committee, with the vote taken by a show of hands. Council officers and guests are not members of the Committee and do not have voting rights. Councillors who are not members may attend as observers but are not entitled to vote.

A quorum of members is not less than fifty percent of the number of members of the Committee who are entitled to vote. If a quorum is not present within half an hour after the scheduled commencement time of the Committee meeting, the meeting is to be abandoned.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson, who shall have casting vote in the event of an equal number of votes.

9. Chairperson

The position of Chairperson shall be filled by a Councillor and rotated between all nominated Councillors. In the event of a Councillor not being in attendance, the Committee will appoint a temporary Chairperson for that meeting.

10. Administration and Reporting of Minutes and Recommendations to Council

All secretariat tasks for the Committee will be undertaken by Council officers appointed by the relevant department manager.

All minutes of the Committee meetings will be presented to Council at the earliest available Council meeting. Council officers will prepare a report to accompany the minutes of each meeting.

Agendas and minutes of previous meetings shall be forwarded to members at least five working days before the meeting.

11. Assembly of Councillors

An Advisory Committee with one or more Councillors present (whether members of the Committee or not) becomes an Assembly of Councillors, in accordance with Section 3 (1) of the Local Government Act. The minutes or notes of the meeting must be reported to the next meeting of Council. Councillors must comply with the Councillor Code of Conduct.

12. Volunteers

Advisory Committee members other than Councillors are volunteers. Following appointment by resolution of Council, they must sign a declaration that they will abide by any guidelines approved by the Chief Executive Officer to cover the conduct of volunteers, including the avoidance of conflicts of interest; and undertake training and skills development as required.

Council's Code of Conduct for volunteers must also be complied with. A copy of the Code must be provided to all new members.

Volunteers must also comply with the City of Casey Trademark Behaviours: Show Respect, Take Responsibility, Be Positive, Listen and Respond, Think Things Through.

13. Sub-committees and Working Groups

Membership of sub-committees and working groups is limited to members of the Committee. Sub-committee and working group meetings are not minuted, but a report back is incorporated into the Committee minutes which are reported to Council.

14. Conflicts of Interest

If a member or attending Councillor has a direct or indirect conflict of interest (i.e. interest by close association, financial interest, conflicting duty, personal gain or loss, or future interest as stated in Section 77A and 77B of the Local Government Act) regarding an item to be considered or discussed by the Committee, the member or attending Councillor must disclose this to the Chairperson if they are attending the meeting.

Once a declaration of either direct or indirect conflict of interest has been made, the member or attending Councillor must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.

If a member of the Committee nominates for Council elections they must stand down from their Committee position from the time of declaring they have nominated until the result of the election is announced.

15. Limitations of Authority

The Arts and Cultural Advisory Committee has no authority to:

- Expend moneys on behalf of Council
- Commit Council to any arrangement
- Consider any matter outside its area of reference

- Direct Council officers in the performance of their duties.

16. Publicity

Committee members, except for the Chairperson, must not make statements to the media or on social media about Council business or items discussed by the Committee. Instead, all media enquiries should be referred to Council's Communications Department for response (as per Council's Code of Conduct for Volunteers). The City of Casey, by resolution of Council, may terminate a member's term for making any statement to the media or on social media.

17. Responsibilities

Who	What
Governance Department	Guidance on Advisory Committee policy and practice
Arts and Cultural Development Department	Advisory Committee coordination, administration and reporting

18. Breaches

Breaches will be dealt with under the provisions in City of Casey Advisory Committee Policy.

The City of Casey, by resolution of Council, may terminate a Committee member's term for breaching rules including those referenced in these Terms of Reference under the headings; volunteers, conflicts of interest and publicity.

19. Relevant Forms

Title	Link
NA	

20. Document History

Date approved	Change Type	Version	Next Review Date