



Maribyrnong
CITY COUNCIL

Maribyrnong Arts Advisory Committee

Terms of Reference

Name:	Maribyrnong Arts Advisory Committee
Approved by:	Council
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1. Purpose

The Maribyrnong Arts Advisory Committee (Committee) Terms of Reference outlines the terms of reference, composition and operating arrangements of the Committee.

The purpose of the Maribyrnong Arts Advisory Committee is to support Council and provide strategic advice on meeting the future arts and culture needs of our community. The Committee will provide insight into current and emerging issues affecting arts practice, creative industries and the not-for-profit arts sector drawing on local knowledge and expertise.

2. Objectives

To provide advice on the development, implementation and review of Council's Arts and Cultural policies and strategies, and other initiatives that may have an impact on the arts and cultural life in the City;

Provide local creative industry, arts sector and practitioner knowledge and expertise on best practice arts, public art and cultural development;

Assist Council to develop and strengthen partnerships between Council, community, artists, arts organisations, businesses and other key stakeholders in generating arts and cultural experiences and on issues associated with the arts and culture;

Provide support to Council's arts programs and projects and be advocates for arts and culture in the municipality by informing the community, when appropriate, of key Council information.

3. Definitions

- **Chairperson** means the Councillor nominated to preside over meetings.
- **Acting Chairperson** means an alternative delegate, in the absence of the Chairperson.
- **Committee** means the Maribyrnong Arts Advisory Committee.
- **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff.
- **Council** means Maribyrnong City Council.
- **Councillor** means a Councillor of Maribyrnong City Council.
- **Council Officer** means employees of Maribyrnong City Council.

4. Membership

4.1 Committee composition

Membership of the Committee will, where possible, be balanced in regard to age, gender, and ethnicity across different art forms and stages of arts career.

Name	Type of Appointment	Term
Six (6) to ten (10) community members across arts practice, creative industries and the not-for-profit arts sector	Appointed	3 years
One Councillor (Chairperson)	Councillor	Annually, as decided by Council
Manager Libraries, Arts and Culture	Council staff	Ongoing
Coordinator Arts and Culture	Council staff	Ongoing
Other Council staff	Council staff	As required

From time to time, the Committee may form working groups related to specialist areas.

Additional persons may be invited to attend Committee and/or working group meetings at the discretion of the Committee or Council Officer, for the purpose of providing relevant information and advice on matters being considered by the Committee.

4.2 Method of Appointment

- 4.2.1 All Committee Members will be selected via a nomination process.
- 4.2.2 An advertising campaign will take place to call for new members which will include advertisements on Council's website, Arts and Culture social media and other arts related media.
- 4.2.3 Following the closure of nominations, an assessment panel made up of Council Officers will be convened to decide on the selection of Arts Advisory Committee Members based on the Selection Criteria.
- 4.2.4 The Selection Criteria for the appointment of Committee Members includes:
 - a) Demonstrated knowledge of and commitment to Arts and Culture at a local, state, national or international level.
 - b) Understanding and interest in local government issues.
 - c) A deep connection with the City of Maribyrnong e.g. live, work, study or another demonstrated affiliation and local knowledge.

4.3 Term of Appointment

- 4.3.1 The term of the appointment is for a period of three (3) years.
- 4.3.2 At the conclusion of the three (3) years all positions are re-opened for nomination. Committee members may re-apply for one further term of three (3) years. No member can serve for more than a total of six (6) years.
- 4.3.3 A Committee member may resign at any time by advising Council Officers of their resignation in writing.
- 4.3.4 Council Officers may terminate a Committee Member's appointment, declare the position vacant and seek to appoint a new Committee Member, should a Committee member breach the terms of reference.
- 4.3.5 Should the number of Committee Members fall below the required minimum number (i.e. six (6) Committee Members) Council will be responsible for appointing a person or persons to fill the vacancy for the remainder of the term and may refer to previous nominations.

5. Governance Arrangements

5.1 Induction and Training

A workshop will be held to induct Committee members to their role. This will provide information on:

- a) the role of the Committee;
- b) the role of Council and Councillors;
- c) the role and responsibilities of members of the Committee;
- d) Council processes e.g. strategy development, advocacy positions;
- e) Arts and Culture and Public Art strategies;
- f) instruction on deliberative decision-making processes; and
- g) good governance including conflicts of interest and treatment of confidential information.

5.2 Chairperson

- 5.2.1 Meetings will be chaired by the appointed Chairperson.
- 5.2.2 In the event of the Chairperson being unable to attend a meeting, an alternate delegate will act in their place. In most cases this will be the most relevant Councillor or Council Officer in attendance.
- 5.2.3 The Chairperson will ensure a collaborative approach to development of meeting agenda.
- 5.2.4 Duties and Discretions:
 - a) must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee Member, member of Council staff, or member of the community; and
 - b) must call to order any person who is disruptive or unruly during any meeting.

5.3 Attendance and Quorum

- 5.3.1 Members should submit any apologies to the Committee Chair if they are unable to attend.
- 5.3.2 If a member is likely to be absent from at least 3 consecutive meetings and wishes to remain as a member of the Committee, they should request a leave of absence.
- 5.3.3 Any such request should be submitted to the Committee Chair and will be presented to the Committee for determination.
- 5.3.4 The Committee will not unreasonably withhold its approval of a leave of absence request.
- 5.3.5 A quorum of no less than fifty percent (50%) of Committee Members will be required for a meeting to be held.

5.4 Meeting Procedures

- 5.4.1 The Committee shall meet as a minimum of four times annually.
- 5.4.2 Meetings will be limited to two (2 hours) duration.
- 5.4.3 Meetings may be held in person or online.
- 5.4.4 The Committee will seek to operate on a consensus basis, in an advisory capacity to Council. The contributions and input is valued by Council however the Committee is not a decision-making body. Council receives information from a wide range of stakeholders and all information will be considered.
- 5.4.5 Should a vote be necessary, all Committee Members will have voting rights. Council Officers will not have voting rights. The Committee has no budgetary responsibilities, or delegated authority to commit Council but can make recommendations for Council's consideration.
- 5.4.6 The Committee cannot direct Council Officers in the performance of any duties.
- 5.4.7 Committee members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations.
- 5.4.8 Council will provide the necessary support to assist the Committee to function effectively including: maintaining contacts details of members, preparing and distributing agendas, minutes and prior reading materials.

5.5 Confidentiality

- 5.5.1 Information discussed, received, used or created by the Committee is confidential, unless otherwise stated by the Chairperson and agreed to by Council Officers.
- 5.5.2 A Member must not disclose, discuss or make public confidential information, unless authorised by Council Officers.

- 5.5.3 A Member must not permit any person who is not a member of the Committee to view, read, and photocopy or make notes of or in any way record confidential information in meeting papers, unless authorised by Council Officers.

5.6 Conflict of Interest

- 5.6.1 Members must disclose a Conflict of Interest in accordance with the *Local Government Act 2020*. In the event of a Conflict of Interest arising the Member:
- 5.6.2 Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
- a) Must leave the room and not participate in any discussion and/or decision.
 - b) The disclosure must be recorded in the meeting minutes.

5.7 Administrative Arrangements

The Manager Libraries, Arts and Culture will be responsible for maintaining a web page on Council's website for the Committee. The web page must include a description of the Committee and its purpose, its membership, the summary of the key actions and agreements from each meeting.

6. Review

A review of the role, function, membership and productivity of the Terms of Reference will be conducted once every three years or as required to ensure currency, effectiveness and stakeholder engagement.

Council retains the right to review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.

These terms of reference may be reviewed by Council from time to time to suit changing circumstances.