



Arts Advisory Board

Terms of Reference

PURPOSE

The Arts Advisory Board has been established to support Greater Dandenong's vision for arts and culture across the municipality and provide strategic input, advocacy and specialised knowledge to guide Council's efforts to promote, support and grow arts in the City of Greater Dandenong. 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 strategic plans such as the Drum Theatre Strategic Plan.
- Cultural venues – Heritage Hill Museum, Arts Centre and Historic Garden, Walker Street Gallery and Arts Centre, Masonic Hall Dandenong 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.

OBJECTIVES

The objectives of the Arts Advisory Board are to:

- Provide advice to Council regarding the strategic direction for arts and culture.
- Provide high-level input into the planning and management processes for arts and cultural venues and programs.
- Provide high-level advice and influence required to guide arts capital investment outcomes.
- 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.

- Advise Council on effective marketing and visitor attraction strategies for arts and cultural venues and programs.
- 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.

REPORTING REQUIREMENT

In accordance with Council's statutory reporting, a yearly report will be provided to Council. The nominated Councillor/s will have the opportunity to speak to the report on behalf of the Arts Advisory Board. Advice may also be provided to Council through Infosum to Councillors or a scheduled Councillor Briefing Session.

TERM OF APPOINTMENT

The Arts Advisory Board is an advisory group appointed by Council. The Advisory Board's role is to report to Council and provide appropriate advice and recommendations on matters relevant to these Terms of Reference in order to facilitate decision-making by Council. The process for appointment to the Advisory Board will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.

Independent members will be appointed to the Board for a period up to 3 years, noting that such period will run concurrently from the date of the first meeting attended by the appointed party.

MEMBERSHIP

The Arts Advisory Board will consist of up to five (5) independent members and will include representatives from the following:

- Councillor representative/s (appointed as part of the annual statutory process)
- One Council Senior Officer
- Up to five (5) external independent persons
 - 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.

Members of Arts Advisory Board are free to resign at any time. Should vacancies arise due to resignation or inability to attend the minimum number of meetings during the life of this Advisory Board, these shall be addressed through the Selection Process.

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

In the event of a vacancy on the Advisory Board being created for any reason, the position shall be filled through the process described the Selection Process. The Board may resolve to leave the vacancy unfilled for an agreed period of time.

ROLE OF THE COUNCILLOR/S

One or more Councillors shall normally be appointed annually at the Special Council meeting to determine Councillor Representation on Advisory Committees or otherwise by Council resolution. A substitute Councillor can be nominated to attend should the appointed Councillor(s) be unavailable. Should Councillors be nominated on the Arts Advisory Board, the Councillor(s) will:

- Be appointed by Council in accordance with the annual statutory Council appointments
- Act as a link between Council and the Arts Advisory Board
- At all times act in accordance with the Code of Conduct – Councillors, 12th Edition.

ROLE OF THE COUNCIL EXECUTIVE MEMBER

A senior Council Executive member (non-voting) shall be nominated by Council's Chief Executive Officer and reported to Council at the Special Council Meeting referred to above to appoint the Councillor members.

ROLE OF THE CHAIRPERSON

The Chairperson shall be an external independent member appointed by Council for purposes of the inaugural Advisory Board and then elected annually by the members. In the absence of the Chairperson from a meeting, the meeting will appoint an acting Chairperson who shall still be an external independent member.

ROLE OF THE EXTERNAL INDEPENDENT PERSONS

Council will endeavor to appoint external independent members that bring a range of complementary skills to the Advisory Board. Council will aim towards encouraging diversity within the selection of Membership of the Arts Advisory Board. Appointments of external persons shall be made by Council resolution and be for a three (3) year term. Members can only be appointed for three consecutive terms.

Remuneration will be paid to each external independent member of the Arts Advisory Board at the rate of \$3000 per annum for a Member and \$5000 per annum for the Chairperson.

SELECTION PROCESS

External independent members 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.

CRITERIA FOR MEMBERSHIP OF THE ARTS ADVISORY BOARD

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

- Knowledge and experience with community and/or business networks and linkages within the Greater Dandenong
- 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:
 - Business
 - Finance
 - Marketing, communications and promotions
 - Fundraising, philanthropy and sponsorship
 - Government relations
 - Tourism
- An ability to constructively participate in an advisory capacity and exercise a range of views that reflect the diversity of the community
- Sound knowledge and understanding of local issues that are relevant to the interest area
- A willingness to contribute positively to meetings in a fair and unbiased manner
- An ability to look beyond personal interests for the benefit of the community and residents of Greater Dandenong
- A capacity to commit to the Arts Advisory Board for the required duration
- A willingness to the commit time and contribute to Arts Advisory Board activities and tasks outside regular board meetings

SELECTION PANEL

When the appointment of members of the Arts Advisory Board is required and nominations are received, the following selection panel shall convene:

- A Senior member of Council (CEO or Director)
- A Council Senior staff member from a service area that is relevant to the Arts Advisory Board.

All nominations will be assessed by the selection panel against the selection criteria.

A recommendation about the membership of the Arts Advisory Board will then be made for the consideration and endorsement of Council.

It is noted that once the Arts Advisory Board has been appointed, the selection panel will be disbanded.

RESPONSIBILITIES OF THE ARTS ADVISORY BOARD

Through advice and timely information from the Arts Advisory Board, Council will be better informed and equipped to promote, support and grow arts in the City of Greater Dandenong.

Specific responsibilities of the Arts Advisory Board are to:

- 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
- support of community arts initiatives
- increasing participation of Greater Dandenong residents and visitors in Council and community initiated arts programs and initiatives
- 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
- Represent the interests of all members in the community and act in the best interests of Council
- Act with integrity, confidentiality and objectivity.

MEETINGS OF THE ARTS ADVISORY BOARD

The Arts Advisory Board will meet a minimum of four times per year and at least once every quarter. Additional meetings will be convened at the discretion of the Chairperson or at the written request of any member of the Arts Advisory Board.

A schedule of meetings will be developed and agreed to by the members annually.

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

All meetings shall be held in a central Council venue to be decided by the Advisory Board.

WORKING GROUP/S

Working groups of the Arts Advisory Board will be established within six (6) months of the initial meeting of the Advisory Board. Working groups will report to and be chaired by one of the members of the Arts Advisory Board. Working groups will have a defined purpose i.e. they may be set up for a particular project, field of arts or particular stakeholder group.

The Advisory Board will refine the role, responsibility and resourcing of working groups, ensuring that overall responsibilities of the working groups are to:

- Ensure broad and diverse representation of the local community in arts interests.
- Provide information and feedback to the Arts Advisory Board on arts issues.
- Advocate for arts and arts engagement across the municipality.
- Support the implementation of relevant arts and cultural strategies.
- Implement particular actions or roles of the Advisory Board.

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.

Working groups will consist of a broad and diverse representation of the local community including, but not limited to:

- Residents
- Artists and creators
- Businesses
- Schools, (Primary, Secondary, and/or Tertiary)

- Community Groups
- Community Agencies
- Other

The Working groups will meet a minimum of two (2) times per year and at least once every financial half year. Additional meetings will be convened by the Arts Advisory Board, as required. The activities of the working groups will be reported at meetings of the Arts Advisory Board.

As a reflection of the Arts Advisory Board's commitment to transparency Conflicts of Interest will be required to be declared as an agenda item to each Working Group meeting.

Council staff will provide administrative support and service expertise to the Working groups.

ATTENDANCE AND RECORD OF MEETINGS

All meetings will have an agenda. Minutes of the meeting will record attendees, apologies, decisions and actions.

The Chairperson will oversee the preparation of the agenda in consultation with Council staff. It is noted that any member may submit agenda items prior to the finalisation and distribution of the agenda.

Council staff will provide administrative support and service expertise to the Arts Advisory Board and will ensure the timely preparation and distribution of agendas and minutes.

Advisory Board members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at, and active participation in, Advisory Board meetings. It is expected that each member of the Arts Advisory Board will attend a minimum of four meetings each year.

CHAIRPERSON

The Chairperson will be selected from the membership by the Advisory Board.

The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views to be discussed by all members of the Advisory Board.

QUORUM AND VOTING

Decisions requires a quorum of three (3), comprising at least two (2) external independent members.

It is preferable that decisions are made at meetings by reaching a consensus; however there may be circumstances where a matter is decided by a vote. Each member is entitled to one vote, except that the Chairperson may exercise a casting vote.

CONFLICT OF INTEREST

The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Advisory Board must be fully aware of

their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Advisory Board.

OFFICERS IN ATTENDANCE

The relevant Director will determine the appropriate officers to attend the Advisory Board meetings from time to time. Officers may also be co-opted to attend Working Group meetings as required.

REPORTING

The Advisory Board shall report annually to the Council summarising the activities of the Advisory Board during the previous financial year.

The Chairperson may be invited to attend Councillor Briefing Sessions on an “as needs basis” as part of the Advisory Board’s performance report to Council.

GENERAL

The Advisory Board should address issues brought to the attention of the Advisory Board including responding to requests from Council for advice that are within the parameters of the Advisory Board’s Terms of Reference.



Code of Conduct for Members of the Arts Advisory Board

Iagree to:

- ✓ Attend Advisory Board meetings and provide apologies in advance where attendance is not possible.
- ✓ Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into arts sector and community perspectives.
- ✓ Seek at all times to obtain and represent the views of the broader community.
- ✓ 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.
- ✓ Notify Council of any potential conflict of interest that may arise with respect to my participation on the Advisory Board.
- ✓ Allow Council to promote my participation in the Advisory Board in order to promote, support and grow arts in the City of Greater Dandenong.
- ✓ Not disseminate confidential information that is discussed at the Advisory Board meetings as advised by the Advisory Board chair.
- ✓ Not make any media comment on behalf of the Advisory Board in relation to the project unless approved by the Advisory Board chair.
- ✓ At all times act in accordance with the Agreed Meeting Etiquette.
- ✓ Declare any conflict of interest, direct or indirect, which may impact on my ability to carry out my duties with impartiality.

Signed: _____

Name: _____

Date: _____

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