

Arts Advisory Group Terms of Reference

1. OBJECTIVE

The Arts Advisory Group (Advisory Group) will play an important role in encouraging and promoting the Arts in the City of Vincent, particularly through the provision of expertise and opinion on the City's art strategy, programs and projects. Objectives of the Advisory Group are to:

- act in an advisory capacity to advocate for and promote the Arts in the City of Vincent;
- provide advice and make recommendations to the City relating to its art commissions, collection, policies, programs and projects;
- support the City in the implementation of the Arts Plan; and
- represent the Arts Advisory Group on arts-related assessment panels as required.

2 MEMBERSHIP

Membership of the Advisory Group shall comprise the following persons as determined by Council:

2.1 Two (2) Council Members

2.2 Up to ten (10) Community/Stakeholder Representatives

Up to ten representatives from one or more of the following backgrounds/categories, as determined by Council:

- expertise in management of cultural infrastructure and any/all artforms including but not limited to visual, performance, literature, music, photography, film.
- representative of –
 - culturally and linguistically diverse community;
 - young and emerging artists;
 - Aboriginal and Torres Strait Islander community;
- Expertise in public art and its place in the community.

2.3 City Officers

The appropriate Executive Director, Manager and/or Officer as determined by the Chief Executive Officer.

3. TERM OF MEMBERS

3.1 The term of membership of the Advisory Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

4. ROLE OF CHAIRPERSON

4.1 The Advisory Group Chairperson is to be appointed by the Council.

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- 4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. The Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.
- 4.3 The Chairperson (in liaison with the most Senior City Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with [Advisory Group Policy](#) and [Code of Conduct](#) at all times.

5. MEETING PROCEDURES

5.1 Meetings

- (a) Unless approved by Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet quarterly. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. (These dates are to be included in the City's monthly "Calendar of Events".)

5.2 Quorum

A quorum shall be by simple majority plus one.

5.3 Agendas

- (a) The Executive Director having responsibility for the Advisory Group will determine the Agenda for each meeting.
- (b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes/Meeting Notes

- (a) The Executive Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Advisory Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
- (c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.

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- (d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:
 - (i) Consistent with the City's established strategic and operational planning and the objective for which the Advisory Group was established.
 - (ii) Within the City's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
 - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Strategic Projects and Urban Design
Initial Council Adoption	25/09/199
Reviewed / Amended	November 2023
Next Review Date	OCTOBER 2025