



# Cultural Development Fund Reference Committee Terms of Reference

Version 2, April 2023



## City of Port Phillip

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### Diversity

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### National Relay Service

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TTY users, dial 133677, ask for 03 9209 6777

Voice Relay users, phone 1300 555 727,

then ask for 03 9209 6777.

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## Council Plan

Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy is high quality, well informed, responsive and accountable decision making in the best interests of the community.

Council Plan strategic directions guide our program priorities for the future.

- Vibrant: with a flourishing economy, where our community and local business thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs
- Inclusive: a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.

To this end Council is committed to Port Phillip being a place

- that supports our arts and creative people and economy and brings visitation to the City.
- that encourages the opportunities for diverse members of our community to participate in the creative life of the City.
- where arts, culture, learning and creative expression are part of everyday life.
- more accessible and welcoming for people of all ages, backgrounds and abilities.
- where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- which enables improved health and wellbeing outcomes for all members of our community by working to address inequities and valuing diversity.

Through Reference Committees and Panels, Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision-making process and to ensure that the diversity of our community's experience is represented in decision-making.

As part of Council's key strategic direction 'Well-Governed Port Phillip' Council will work towards the community having an opportunity to participate in civic life to inform Council policy, services, programs and decisions by facilitating engagement in line with Council's [Community Engagement Policy](#).

## Adding value

To maximise the value of the contribution of Reference Committees and Panels, Council invites interest from residents who have:

- demonstrated that they live, work or volunteer in the City of Port Phillip or can demonstrate a strong connection to the cultural life of the City

- experience in cultural and creative industries and / or creative-based festivals and events including in production, programming, marketing, administration or management or precinct-based tourism / promotion
- experience, passion and enthusiasm for the issues and challenges related to the purposes of the Reference Committee or Panel.
- the ability to appreciate a range of interests and factors impacting on the matters under discussion
- a demonstrated commitment to participative and consultative processes

In selecting community members Council will seek to:

- achieve a mix of skills relevant to the purposes of the Reference Committee or Panel
- ensure a broad representation of the Port Phillip community and its diversity in line with its culturally, linguistically, religiously and ethnically diverse population
- create a forum for full discussion of relevant matters

## Purpose

The purpose of the Cultural Development Fund Reference Committee is to assist Council by providing advice and recommendations in relation to applications to the Cultural Development Fund grants program according to the published guidelines.

### Objectives

The Cultural Development Fund aims to assist and encourage artists and organisations to develop and realise creative projects, festivals and cultural events and programs through a three-stream grant program; annual project grants, three-year organisational support grants, and bi-annual festivals and events grants.

Funding may be allocated to individuals or organisations, for festivals and cultural projects and programs in the City of Port Phillip.

Funding is available to a maximum of \$12,000 per project for annual grants, up to \$30,000 per annum for three-year organisational support grants, and up to \$20,000 for festivals and events grants.

## Committee Structure

Council will establish and maintain the Committee for a maximum term 2 years or until such earlier time as the Reference Committee completes its work.

Council appreciates that a committee may evolve and adapt to remain functional and relevant.

The Committee will comprise an appropriate membership to facilitate its functioning and the achievement of its purposes. The composition of the Committee will be as follows:

- Up to eight community members appointed by Council, who are individuals reflective, as far as feasible, of the City's diverse communities and who have met the selection criteria
- A Councillor representative appointed by Council

A pool of additional community members with the relevant experience and approved by Council will be available to help facilitate the work of the Committee or may be called upon to replace outgoing members.

In consultation with the Committee, Council may co-opt members to the Committee, or any sub-committee established by the Committee.

## Selection and appointment

Community members of the Committee will be appointed by Council.

If a member:

- resigns from the Committee
- fails to attend three consecutive meetings without providing apologies to the Committee
- is not able to attend at least 50% of meetings within a calendar year
- is removed from the Committee by Council (after consultation with the Committee) for not acting in accordance with the principles stated herein

then a replacement Committee member may be co-opted from a pool of candidates approved by Council.

During the life of the Committee, Council may choose to increase the membership of the Committee.

## Meetings

City of Port Phillip staff nominated by management will chair panel meetings. The first meeting of the Committee will be convened by the Chair at the earliest opportunity after the Committee's appointment by Council. Meetings should be scheduled in advance and desirably recorded in a forward meeting program to give each member the best possible opportunity to participate.

The Committee will meet between two to four times per year with an option for an additional meeting where required.

The quorum for a meeting will be half the number of members plus one.

## Conduct principles

Committee members are expected to:

- actively participate in Committee discussions and offer their opinions and views
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- attend each meeting where practical (and attend at least 50% of meetings in person or online in any calendar year)
- avoid conflicts of interest and the releasing of confidential information

Committee member accountability:

- have an active role in communicating community views to the Committee as appropriate
- participate in discussions at scheduled meetings
- The Mayor is Council's primary media spokesperson and the Deputy Mayor is the back-up spokesperson. The CEO is Council spokesperson on Council matters. It is against Council policy for Committee members to speak directly with the media on Council issues unless this has been approved through Council's Media Advisor and endorsed by the Committee.

## Committee operation

New committees will be briefed on the expected range of work to be undertaken, including discussion of how the Committee relates to the work of Council, the roles of all parties, and any relevant policy or legislative framework impacting on the work.

The Committee is to operate at all times in accordance with its Terms of Reference. The Committee has no delegated powers but may provide advice in line with the Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.

The Committee may set up working groups/portfolio groups as required, as ad hoc sub-committees.

## Remuneration

No remuneration will be paid to Committee members however Council may decide to reimburse Committee members for some out-of-pocket expenses.

## Declaration of interests

If a member believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting.

A person nominated or appointed by Council to a Reference Committee or Panel of Council and for which they receive no remuneration, would not normally have a conflict of interest. However, a person will have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

## Resourcing

City of Port Phillip staff nominated by management will support the Committee. Other Port Phillip staff will attend the meetings to assist the Committee as required.

The nominated Council officer(s) will be responsible for preparing agenda papers for meetings with the agreement of the Chair. Agendas and supporting material will be circulated three clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers. At all times, the nominated Council officer(s) remain under the direction of their General Manager.

## Feedback to Council

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be distributed to Committee members. Councillors and the Council's executive team will be provided with minutes when requested. Council may request a formal report from the Committee.

## Communication

Council officers are responsible for ensuring that Committee members are advised of:

- progress or outcomes of any feedback provided by the Committee
- dates of Council meetings considering matters relevant to the work of the Committee
- any Council report or Council decision relevant to the Committee's work.



