

ART AND SOUL STRATEGY ADVISORY PANEL

TERMS OF REFERENCE



| | | |
|---|--|----------|
| Art and Soul Strategy Advisory Panel | TRIM folder: | 06/05/46 |
| | Approval date: | |
| | Approved by: | |
| | Review Date | |
| Executive Officer: Susan Strano Coordinator Arts | Expiry Date | |
| Manager: Sally Jones | Version No | 1 |
| | Manager Cultural and Economic Development | |

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.

One of Council's key strategic directions in its Council Plan is to 'foster an engaged and well governed City'. To this end Council is committed to

- drawing on the expertise of the community;
- meaningful dialogue with our constituents;
- engaging with the community to maximise feedback to ensure open and inclusive decision making; and
- using feedback from the community to inform Council decision making.

All decisions, made by Council or by officers under delegation, will be informed by an analysis of community views. The establishment of Advisory Committees and Panels are integral to Council's Good Governance principles. Through Advisory Committees and Panels Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision-making process.

Adding Value – Advisory Panel

To maximise the value of the contribution of the Advisory Panel, Council invites interest from residents who have:

- passion and enthusiasm for the issues and challenges related to the purposes of the Advisory Panel;
- the ability to appreciate a range of interests and factors impacting on the matters under discussion; and
- 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 Advisory Panel;
- ensure a broad representation of the Port Phillip community; and
- create a forum for full discussion of relevant matters.

ART AND SOUL STRATEGY ADVISORY PANEL

TERMS OF REFERENCE



1. Purpose

The purpose of the Art and Soul Strategy Advisory Panel is to assist Council by providing advice and feedback to officers in relation to implementation of the Art and Soul Creative and Prosperous City Strategy, including, but not limited to:

- connecting and promoting key creative clusters and strategic investment into the creative sector;
- examining ways to better leverage Council's investment in Gasworks and Linden facilities;
- recommending options to Council to ensure maximum access for local arts organisations, fostering of local arts development, attraction of funding from other sources, increased opportunities for community participation and promotion of Port Phillip as a cultural destination;
- providing advice and input into plans or policies (eg Library Action Plan) as required.

Creative industries definition:

Creative industries are an evolving mix of sectors spanning arts, culture, screen, design, publishing and advertising. They cover disciplines as diverse as game development and graphic design, fashion and filmmaking, performing arts and publishing, architecture and advertising, media and music, comedy and craft. They include activities that are commercially-driven and community-based, experimental and export-intensive.¹

2. Panel Structure

Council will establish and maintain the Advisory Panel for a maximum term of 4 years or until such earlier time as the Advisory Panel completes its work. Estimated completion date December 2022, subject to annual review.

Council appreciates that the Panel may evolve and adapt to remain functional and relevant.

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

- Independent chair (from cohort below)
- 4 - 8 sector representatives of local creative industries including arts and culture, live music, libraries, festivals, design, games and innovation
- 2 – 4 community representatives who may not work in the arts and creative industries but value a broad range of creative industries (eg volunteers, consumers, audiences, participants)
- At least 1 person under 25 years of age

¹ Creative State, Victoria's first Creative Industries Strategy 2016-2020.

ART AND SOUL STRATEGY ADVISORY PANEL TERMS OF REFERENCE



Criteria:

- Level of interest, experience and expertise
- Connection with the City of Port Phillip and willingness to consider the broader community benefit
- Diversity of representation across the creative industries (see definition above) and the broader community

In assessing nominations for Panel positions, diversity will be sought across age, gender, cultural background, sector knowledge and representation. Representation across the municipality will be a factor. People with a disability and First Nations peoples will be encouraged to nominate.

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

3. Opportunities for new members

If a member:

- resigns from the Advisory Panel;
- fails to attend three consecutive meetings without providing apologies to the Chairperson, and accepted by the Panel;
- is removed from the Panel by Council (after consultation with the Panel) for not acting in accordance with the principles stated herein; or
- was appointed to represent an external organisation but no longer represents that external organisation

then a replacement Panel member may be appointed by Council.

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

ART AND SOUL STRATEGY ADVISORY PANEL TERMS OF REFERENCE



OPERATIONAL MATTERS

4. Meetings

The Chairperson of the Advisory Panel will be appointed by Council. The first meeting of the Advisory Panel will be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program to give each member the best possible opportunity to participate.

It is anticipated that the Advisory Panel will meet **quarterly**, with the ability to meet more frequently as required.

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

5. Conduct principles

Panel members are expected to:

- actively participate in Panel 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
- avoid conflicts of interest and the releasing of confidential information.

6. Committee operation

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

7. Remuneration

Normally no remuneration will be paid to Advisory Panel members, however Council may decide to reimburse Panel members for some out of pocket expenses.

ART AND SOUL STRATEGY ADVISORY PANEL TERMS OF REFERENCE



8. Declaration of interests

If a member believes they have a conflict of interest in a matter before the Advisory Panel, 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 an Advisory Committee / Panel of Council and for which they receive no remuneration, would not normally have a conflict of interest. However a person would have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

9. Resourcing

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

The nominated Council officer will prepare agenda papers for meetings (with the agreement of the Chairperson). 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 remains under the direction of their General Manager.

10. Feedback to Council

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be promptly distributed to Advisory Panel members. Council may request a formal report from the Panel.

11. Communication

Council officers are responsible for ensuring that Advisory Panel members are advised of:

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