CULTURAL DEVELOPMENT FUND REFERENCE COMMITTEE TERMS OF REFERENCE

Cultural Development Fund Reference Committee	TRIM folder:	*40/05/127*
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Program Officer: ***Sharyn Dawson*** ***Arts Development Officer***	Expiry Date	
	Version No	*1*
Manager: ***Dana Pritchard***	***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

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

- passion and enthusiasm for the issues and challenges related to the purposes of the Reference Committee;
- 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 Reference Committee;
- ensure a broad representation of the Port Phillip community; and
- create a forum for full discussion of relevant matters.

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1. 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 according to the published guidelines.

The Cultural Development Fund aims to assist and encourage artists and organisations to develop and realise creative projects through annual project grants and three-year organisational support. Funding may be allocated to individuals or organisations and the Fund has a maximum of $12,000 per project for annual grants, and up to $30,000 per annum for three years for organisational support grants.

- Projects must demonstrate creativity, artistic intention and innovation or cultural significance
- Funded activities must be based in the City of Port Phillip
- Applications should indicate the project's value to the City of Port Phillip audiences, readers viewers, users
- The applicant must live or work in the City of Port Phillip
- Project participants living or working in the City of Port Phillip are involved in the project
- Project expenditure equals project income and applicant must demonstrate that the project can proceed if other funding applications are unsuccessful

2. Committee Structure

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

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

The Reference 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:

- One Councillor
- Up to four community members

Representation of a cross-section of art-forms, gender and cultural diversity is desirable.

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

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

3. Opportunities for new members

If a member:

- resigns from the Reference Committee;
- fails to attend three consecutive meetings without providing apologies to the Chairperson, and accepted by the Committee;
- is removed from the Committee by Council (after consultation with the Committee) 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 Committee member may be appointed by Council.

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

OPERATIONAL MATTERS

4. Meetings

The Chairperson of the Reference Committee will be appointed by Council. The first meeting of the Reference Committee 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 Reference Committee I will meet annually (May), with an optional mid-year meeting scheduled where required.

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

5. 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
- 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 Reference 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.

7. Remuneration

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

8. Declaration of interests

If a member believes they have a conflict of interest in a matter before the Reference 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 / 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 Reference Committee. 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 Reference Committee members. Council may request a formal report from the Panel.

11. Communication

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

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

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