



<b>Boonating Ngargee Yulenj: First Peoples Arts Advisory Panel</b>	TRIM folder:	06/05/56
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Executive Officer: <b>Jarra Steel</b> <b>Indigenous Arts Officer</b>	Expiry Date	2025
	Version No	2
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### 1. Acknowledgement

The City of Port Phillip (Council) respectfully acknowledges the Yaluk-ut Weelam Clan of the Boon Wurrung. We pay our respect to their Elders, both past, present and emerging. We acknowledge and uphold their continuing relationship to this land.

### 2. Council Plan

Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the local 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 ensure open and inclusive decision making; and
- using feedback from the community to inform Council decision making.

All decisions, made by Councillors 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.

### 3. 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



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- 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.

#### 4. Purpose

The purpose of the Boonatang Ngargee Yulenj: First Peoples Arts Advisory Panel (the “Advisory Panel”) is to assist Council in the development and implementation of Council’s five year “Boonatang Ngargee Yulenj: First Peoples Arts Plan 2020-2025” (the “Arts Plan”).

This includes but is not limited to:

- Provide experienced input and advice into the co-creation and delivery of the Arts Plan.
- Collaborate with local stakeholders and the Boon Wurrung community to foster ways of increasing opportunities for their stories and visual language to be shared in the Port Phillip area.
- Explore and embrace ways to support First Peoples artists in the development of new and innovative works, with outcomes in Port Phillip.
- Investigate ways to access strategic public and private sector investment.
- Advice and guidance for the development and implementation of the Yaluk-ut Weelam Ngargee Festival.
- Provide leadership, form alliances and connections, and promote and provide support for Council’s vision within the creative sector and First Nations communities.
- Provide advice and input into relevant plans and policies as required.

#### 5. Advisory Panel Structure

Council will establish and maintain the Advisory Panel for a maximum term of five years or until such earlier time as the Advisory Panel completes its work. The estimated completion date is December 2025, subject to annual review.

It is anticipated a preliminary draft Arts Plan will be presented to Council for review in October 2020.

Council appreciates that the Advisory 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 Advisory Panel will be as follows:

- Independent chair (from cohort below)



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- Representatives from the local and wider creative industries community including arts and culture, live music, libraries, festivals, design, games and digital innovation with a minimum of three First Peoples on the panel
- At least one First Nations person working in a creative industry and under 25 years of age (to provide an opportunity for mentoring and professional development)

The panel structure will ensure a **majority** of First People Representatives.

It is highly encouraged that one member of First Nation background also sits on Council's Art and Soul Creative and Prosperous City Strategy Advisory Panel.

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

### **Advisory Panel selection considerations:**

- Applicants' level of interest, experience, expertise and time availability
- Diversity of representation, including but not limited to across the creative industries (see definition above), sector knowledge, location, age, gender, cultural background, ability, and representation
- Applicant's commitment to collaboration and meaningful engagement with First Peoples artists, their creative and cultural practices and support for their development to deliver greater cultural, community and economic outcomes.
- Applicant's respect for the local Traditional Owners the Boon Wurrung, and openness to learning their history, arts and culture. More information:  
<http://www.portphillip.vic.gov.au/indigenous.htm>

### **6. Opportunities for new members**

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

A replacement Advisory Panel member may be appointed by Council during the term of the Advisory Panel if a member:

- resigns from the Advisory Panel; or
- fails to attend three consecutive meetings without providing apologies to the Chair or nominated Council officer
- is removed from the Advisory Panel by Council after consultation with the Advisory Panel for not acting in accordance with the principles of these Terms of Reference; or
- was appointed to represent an external organisation but no longer represents that external organisation.

### **7. Operational Matters**

#### **7.1 Meetings**



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

It is anticipated that the Advisory Panel will meet monthly in the early stages of the co-creation of the Arts Plan, but meeting frequency will be later determined by the Advisory Panel.

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

### 7.2 Conduct principles

Advisory Panel members are expected to:

- actively participate in Advisory Panel discussions and offer 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 release of confidential information.

### 7.3 Advisory Panel operation

The Advisory Panel will be briefed on the expected range of work to be undertaken, including discussion of how the Advisory Panel 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 Advisory Panel has no delegated powers but may provide advice in line with the Terms of Reference. Neither the Advisory Panel, nor its members, may speak on behalf of Council.

### 7.4 Remuneration

Remuneration will not be paid to Advisory Panel members, except in the following situation:

- Artist and first nation members not employed in full time salaried positions will receive a sitting fee of \$100 per meeting, plus GST if applicable.

Council may decide to reimburse Advisory Panel members for some out of pocket expenses on a case by case basis, agreed in advance.



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### 7.5 Declaration of interests

If an Advisory Panel 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 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.

### 7.6 Resourcing

The Advisory Panel will be supported by one Council officers, as nominated by Council management. Other Port Phillip officers may attend meetings to assist the Advisory 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 business days prior to meetings. At all times, the nominated Council officer remains under the direction of their direct supervisor, Manager and General Manager.

### 7.7 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 formal reports from the Advisory Panel as required.

### 7.8 Communication

Council officers will ensure 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.

## 8. Definitions

**Creative industries:** Creative industries are an evolving mix of sectors spanning arts, culture, screen, design, publishing and advertising. They cover disciplines as diverse as game



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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-intense.<sup>1</sup>

**First Peoples/Nation:** The term First Peoples/Nation is used as preferred term within this document after consultation with local stakeholders and in line with language used by Creative Victoria, and includes Aboriginal and Torres Strait Islander, Koorie and Indigenous Australians.

**Traditional Owners:** While this document is inclusive of all First Peoples living and working in Victoria, the use of Traditional Owners refers to the Traditional Owners of the City of Port Phillip: the Yaluk-ut Weelam Clan of the Boon Wurrung.

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<sup>1</sup> Creative State, Victoria's first Creative Industries Strategy 2016-2020.