



**CITY OF PORT PHILLIP**  
**RUPERT BUNNY FOUNDATION VISUAL ART FELLOWSHIP REFERENCE COMMITTEE**  
**TERMS OF REFERENCE**

**1. 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.

The Rupert Bunny Foundation Visual Art Fellowship (RBFVAF) Reference Committee will be guided by the Council Plan as adopted from time to time.

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

**2. Adding value**

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

- knowledge, professional experience and passion for issues related to the visual arts;
- knowledge of local community arts sector and understanding of local networks
- 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.

**3 Purpose**

The purpose of the Rupert Bunny Foundation Visual Art Fellowship (RBFVAF) Reference Committee is to assist Council by providing strategic advice and expertise to Council on the Fellowship to be awarded.

The RBFVAF Reference Committee will act as an advisory committee on behalf of Council and the Port Phillip community, with delegated responsibility held by the General Manager



Community Development under a separate Instrument of Delegation which has been authorised by resolution of Council. The RBFVAF Reference Committee will:

- Develop Rupert Bunny Foundation fund distribution strategies that are accessible by the local community and are of benefit to the City of Port Phillip.
- Make recommendations to the General Manager Community Development for RBFVAF biennial award recipient from submissions received, according to the RBFVAF guidelines and selection criteria. The criteria is based on artistic merit of the proposal; professional development of the artist/s; relevant experience; benefit to the City of Port Phillip community and broader communities; and capacity to successfully manage the project.

Council's delegate (refer to attached Instrument of Delegation) will make the final determination, after taking into consideration the Committee's recommendations, and will notify the Victorian Community Foundation – Rupert Bunny Foundation Committee, trustees of the Fund.

#### **4. Committee Composition**

Council will establish and maintain the RBFVAF Reference Committee as an ongoing committee with members appointed by Council for a four (4) year term, renewable for a further two (2) years to provide continuity over consecutive terms

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

The RBFVAF 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:

- A Councillor,
- Up to two (2) representatives from the Art Acquisition Reference Committee;
- Up to three (3) art curators/ gallery directors/ collection managers or visual art academics, external to the organisation.
- One (1) practising artist who either lives or works in the City of Port Phillip; and
- Co-opted members as required.

#### **5. 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 alter the composition of the Committee.

## **OPERATIONAL MATTERS**

### **6. Meetings**

The Chairperson of the Reference Committee will be the Councillor representative 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 will meet once every two years (from November 2017).

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

### **7. 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.

### **8. 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 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 and recommendations in line with this Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.



## **9. Remuneration**

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

## **10. 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 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.

## **11. Resourcing**

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

The nominated Council officer will prepare agenda papers for meetings (with the agreement of the Chairperson).

The nominated Council officer prepares all reports, notices and recommendations, based on Reference Committee advice, for the General Manager (delegate) and Councillors as required.

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.

## **12. Reporting**

Council officers are responsible for the following reporting:

- The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be distributed to Reference Committee members;
- The Council officer will submit nominations for new Reference Committee members to Council and advise the Victorian Community Foundation – Rupert Bunny Foundation Committee (trustees) of the outcome;
- The Council officer will advise Council (through the Instrument of Delegation) and the trustees of proposals for changes to the method for dispersal of Rupert Bunny Foundation funds and provide reports on the dispersal of funds as required;
- Council may request a formal report from the Committee.



### **13. Communication**

Council officers are responsible for ensuring that Reference Committee members and General Manager (Council delegate) 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.