



GLEN EIRA
CITY COUNCIL

Terms of Reference	
1. Name	Arts and Culture Advisory Committee
2. Classification	Advisory Committee
3. Background	The Arts and Culture Committee was established to review and facilitate community engagement on Council's Arts and Culture programs. The addition of community representatives to the membership of the Committee will assist Council with the Community Vision 2040 principle, to 'promote and develop our creative potential, celebrating our diverse identities through art and other cultural expression.
4. Function and Role	The role of the advisory committee is to assist and advise Council regarding key issues relating to arts and culture; to contribute views on the cultural needs of the community; and to collaborate on strategies to encourage participation in the cultural life of Glen Eira.
5. Term of Committee	Ongoing

<p>6. Membership and Term of Membership</p>	<p>The advisory committee will comprise of a minimum of three (3) Councillors, preferably one from each ward. Councillors will be appointed annually by Council.</p> <p>The committee will also consist of three (3) community members.</p> <p>Community members will be appointed following an expression of interest process and assessment against agreed criteria. Community members will collectively represent a diverse range of arts and cultural expertise. Council may increase the number of sitting representatives at its discretion. Any such appointment is for two years.</p> <p>Appointment of members shall commence on the date of the resolution appointing them and end on the earlier of:</p> <ul style="list-style-type: none"> - The expiration of two years, - The cessation of the committee; - The member(s) resigning; - Council resolving to remove the member from the Committee;
<p>7. Chairperson and Term of Chairperson</p>	<p>Chairperson: A Councillor appointed by the Committee annually.</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a member to be the acting Chairperson for that meeting.</p>
<p>8. Voting Rights</p>	<p>Councillor members only.</p>
<p>9. Quorum</p>	<p>Two (2) Councillors</p>
<p>10. Conduct of Members</p>	<p>Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members</p>
<p>11. Role of Council Staff Attendee(s)</p>	<p>Officers to attend in an advisory capacity to provide advice and assistance to members</p> <p>Executive Officers to the Committee:</p> <ul style="list-style-type: none"> • Director Community Wellbeing • Manager Libraries, Arts and Culture • Arts and Culture staff as relevant.
<p>12. Meeting Frequency</p>	<p>As and when required.</p>
<p>13. Reporting Requirements</p>	<p>Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.</p>

14. Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing
16. Date of Council Approval of Terms of Reference	22 November 2022
17. Date of Next Review of Terms of Reference	November 2023