



<b>Terms of Reference</b>	
1. Name	<b>Arts and Culture Advisory Committee</b>
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. Councillors will be appointed annually by Council.</p> <p>The committee will also consist of a minimum of three (3) community members.</p> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</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"> <li>- The expiration of two years,</li> <li>- The cessation of the committee;</li> <li>- The member(s) resigning;</li> <li>- Council resolving to remove the member from the Committee;</li> </ul>
<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 Councillor 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. The Councillor's 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 Executive Officers to the Committee:</p> <ul style="list-style-type: none"> <li>• Director Community Wellbeing • Manager Libraries, Arts and Culture</li> <li>• Arts and Culture staff as relevant.</li> </ul>

12. Meeting Frequency	As and when required.  All meetings have a Hybrid option where members can join virtually if unable to attend in person as long as appropriate notice is given (minimum of 24 hours) to the meeting organiser.
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.
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	5 September 2023
17. Date of Next Review of Terms of Reference	November 2024