



# **ARTS ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

### **ABOUT THE COMMITTEE**

The Arts Advisory Committee (AAC) provides informed advice and recommendations to Council on issues related to art and community and cultural development in the Fairfield Local Government Area (LGA).

The Committee provides an avenue to explore the accessibility of arts and cultural development to the community and will seek to promote arts and cultural development opportunities in the local area through funding of projects and strategic partnerships.

## 1. OBJECTIVES

The objectives of the Arts Advisory Committee are:

- 1.1 To support the creative expression that plays a significant role in the cultural development, identity and well-being of the community.
- 1.2 Guide the implementation of a Culture and Creativity Plan for Fairfield City.
- 1.3 Advise Council on arts and cultural development issues.
- 1.4 Promote arts and cultural development within the Fairfield LGA.
- 1.5 Highlight the diverse cultural practices in Fairfield City.
- 1.6 Advocate for opportunities to develop arts and cultural infrastructure

## 2. COUNCIL VISION

### 2.1 Council's Vision

The Arts Advisory Committee aligns with several elements of Fairfield City Council's City Plan 2022-2032 and Fairfield City Culture and Creativity Plan (2023-2033). It helps give expression to Council's commitment to community wellbeing, through fostering healthy and accessible opportunities for its diverse community. Our aim is to create an accessible and livable city, with well-managed public spaces, community assets and infrastructure. Underpinning all this is good governance.

### 2.2 Links with Council Plans

#### Fairfield City Plan 2022 - 2032

##### Theme 1 – Community Wellbeing

- b) A proud diverse community of many cultures that is valued and celebrated
- d) An inclusive city with access to opportunities for the community
- e) Strengthen relationships and partnerships

##### Theme 2 – Places and Infrastructure

- b) Inviting and well used places
- c) Community assets and infrastructure are well managed into the future

##### Theme 4 – Strong and Resilient Economy

- b) Attractive and lively City
- c) Diverse employment and job opportunities

### **Theme 5 – Good Governance and Leadership**

- a) Decision making processes are open and transparent
- b) A well engaged and informed community

Fairfield City Culture and Creativity Plan 2023-2033

Priority Area 1 -Diverse and Inclusive

Priority Area 2 – Visible and Vibrant

Priority Area 3 – Skilled and Capable

Priority Area 4 – Creative Places and Experiences

## **3. COMMITTEE STRUCTURE**

### **3.1 Membership**

The Committee consists of:

- Elected representatives (Mayor and Councillors, with one Councillor identified as the committee Chair);
- Up to eight community representatives that are artists or arts workers that practice and contribute to the Fairfield LGA and may represent:
  - All major art forms (E.g., visual arts and crafts, literature, performance, theatre, music, dance, new media, contemporary arts and community cultural development)
  - Arts and/or cultural organisations
  - Heritage
  - Education and Training
  - Tourism and
  - People from culturally and linguistically diverse (CALD) and Aboriginal and Torres Strait Islander backgrounds

Each community member and elected representatives will have voting rights. Council staff will coordinate the meetings and provide administrative and professional support to the Committee but they are not voting members.

As Council recognises and respects the rights of Aboriginal and Torres Strait Islander people as the first Australians, a position is made available for people of Aboriginal and Torres Strait Islander backgrounds to fill an additional community representative position. If this position cannot be filled, Council will seek advice from members of Council's Aboriginal Advisory Committee.

Council may appoint additional members to the Committee during the term, if that person was unable to partake in the standard selection process, or if there is an identified gap in community representation that can be filled by an endorsed candidate. Any additional appointments need to be endorsed by Fairfield City Council.

The Manager Social Planning and Community Development and Museum and Gallery Coordinator may attend the meeting as ex-officio members.

### **3.2 Nominations and Selection Criteria**

Nominations for the Committee are made through an application process. Selection is based on how applicants meet the roles and responsibilities expected of the AAC and the diversity of arts and cultural development fields represented. It is not expected that all applicants will meet all the criteria. Each applicant will bring a unique perspective and range of skills and qualities that will complement the other applicants selected.

A panel of at least three Council officers will make recommendations to Council for membership of the Committee.

### **3.3 Term of Membership**

Each term of the Committee is for one year. Members can apply to renew their memberships annually. Members cannot serve more than three consecutive terms on the Committee.

Council nominates Councillors to sit on the Committee in September each year.

Membership opportunities will be promoted annually to fill any vacancies for community representatives.

### **3.4 Quorum**

For any decision made at the meetings, a quorum of 50% of the membership is required.

### **3.5 Acknowledgement of Country**

At the beginning of each meeting, working party or subgroup meeting, an Acknowledgement of Country will be made.

Note: while you do not need to be an Aboriginal person to perform an Acknowledgement of Country, it is respectful to invite Aboriginal persons in attendance at the meeting to make the acknowledgement. The acknowledgement of country is as follows:

*“We would like to acknowledge the Cabrogal of the Darug Nation who are the Traditional Custodians of this Land we are meeting on today. We also pay our respect to the Elders past, present and emerging.*

### **3.6 Chairing the Committee**

An elected representative (Mayor or Councillor) chairs the meeting. If more than one Councillor is elected to the Committee, then the Councillors will nominate a chairperson and inform the Committee of the result. If a Councillor is not available, the role of chair will fall to a committee member. Council staff will only Chair when no committee members are willing or able to chair.

The role of the Chair is to:

- Chair meetings according to the prepared agenda.
- Facilitate discussion in a timely manner.
- Facilitate moving of recommendations and voting by Committee members where relevant.
- Ensure all members can participate at meeting discussions.

### **3.7 Meetings**

The Committee will meet a minimum of four times a year at a regular time and venue. Committee meetings are not open to the public and only the following people may attend:

- Committee community representatives and elected representatives.
- Authorised Council officers.
- People who have been invited to attend the meeting such as guest speakers through agreement by the Committee.

### **3.8 Attendance**

Members are expected to attend Committee meetings on a regular basis, with the expectation that they attend at least 50 percent of all scheduled meetings annually. If a member is showing low attendance, their position on the Committee will be reviewed and potentially cancelled. Council officers will attempt to contact members and discuss any issues relating to attendance prior to cancelling membership.

### **3.9 Agendas and Minutes**

Council will prepare an agenda at least seven days prior to the quarterly meetings. Committee members can propose agenda items prior to this. The agenda will be distributed no later than five days before the meeting.

Minutes will be taken by a Council officer and attached to an Outcomes Committee Report to be submitted to Council. The minutes can only be shared after they have been to Council.

### **3.10 Decision making and Recommendations to Council**

Committee meetings are to be facilitated by the Chair with actions and recommendations made with the participation of eligible voting members.

The Committee can make formal recommendations to be considered by Fairfield City Council for adoption. Recommendations are made through Council reports to Council's Outcomes Committee.

Recommendations to Council will be made by consensus where possible. In cases where consensus decision cannot be reached the Chairperson may use a casting vote. Voting members will include community representatives and nominated Councillors. Council staff do not have voting rights

The Terms of Reference will be reviewed each year.

### **3.11 Working parties/Subgroups**

The Committee may establish working parties or sub-groups as the need arises. The primary function of these groups is to address specific priority issues. A representative from the Social Planning and Community Development team at Council will attend and resource these groups when feasible. Subgroups will have a minimum of three Committee members.

The objectives of any working party or subgroup are to be consistent with the purpose, role, and responsibilities of the Committee (as outlined in the Terms of Reference).

Working parties are to submit a report to each regular Committee meeting outlining their progress and any significant issues.

### **3.12 Role and Responsibility of Community Representatives**

The role of community representatives is to:

- Attend Committee meetings.
- Contribute openly to meetings, presenting a voice for local artists and creatives.
- Advocate for creative opportunities and best practice in Fairfield City.
- Inform Council of issues relating to arts and creative practice in Fairfield City.
- Adhere to the Terms of Reference.
- Comply with the Code of Conduct.

### **3.13 Role and Responsibilities of Elected Representatives**

The role of elected representatives is to listen to issues affecting the creative communities and to represent these issues at Council meetings and other appropriate forums.

Elected representatives will also Chair meetings and share updates on key projects being undertaken by Council.

All members of the Committee, including elected representatives, must adhere to the Terms of Reference.

### **3.14 Responsibilities of Council Officers**

Council officers will coordinate the Committee throughout the term in accordance with the Terms of Reference. Council officers will be responsible for the administration of meetings, preparation of agenda, minute taking and reporting. Council officers will also provide professional advice to the Committee when required and undertake actions on behalf of the Committee.

## **4. CODE OF CONDUCT**

### **4.1 Code of Conduct**

All members will receive a copy of Fairfield City Council's Code of Conduct. Fairfield City Council has high ethical standards and our Code of Conduct is

the benchmark of conduct for the Mayor, Councilors', Staff, Committees and Volunteers. The Code will guide the Committee to:

- Act honestly and exercise care and diligence.
- Identify and resolve situations of conflict of interest or improper use of position.
- Act in a way, which enhances public confidence in Local Government.
- Fulfil the statutory duty.

Upholding the standards and principles contained in the Code will help to ensure that a high level of governance and community leadership is provided to the City.

## **4.2 Conflict of Interest**

To enhance community confidence in the way Council decisions are made, members should conduct their committee business free from any private interest and prejudice.

Council therefore requests that all members declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the Committee.

When considering whether a conflict of interests exists, members should refer to Council's Code of Conduct, Council's Statement of Business Ethics or discuss the matter with Council officers who may also liaise with the Manager, Governance and Legal.

All declarations of conflict of interests will be recorded in the minutes of Committee meetings.

All members of the Arts Advisory Committee should declare any direct conflict of interest with issues relating to the business of the Committee.

Members who have a conflict of interest may be asked to leave the group when the discussions take place concerning the matter where the conflict of interest occurs.

## **4.3 Code of Conduct Training**

The Fairfield City Council *Code of Conduct* applies to all Council officials, which includes Council committee members and delegates of Council. As a result,



Advisory Committee members are obliged to understand and follow the *Code of Conduct* ie. the minimum standards of behaviour expected of them.

*Code of Conduct* training will assist members to understand their Code of Conduct responsibilities. The Manager Governance and Legal can attend advisory committee meetings and provide face to face training if necessary.

#### **4.4 Confidentiality**

The following matters should be dealt with confidentially:

- Personal matters concerning individuals/groups
- Discussions regarding selection of Creative Communities Grant applicants
- Information that would if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
- Matters affecting the security of the Committee, Councillors, Council officers or property

Media releases outlining the Committee's achievements will be generated by Fairfield City Council's Communications and Marketing team in consultation with members.

Committee members must not make public statements on behalf of the Committee, must not liaise with, or speak to the media regarding Committee business unless granted permission by Council's Communications and Marketing team. Council's Communications and Marketing team can support Committee members in liaising directly with the media if required.