

7.2 Proposed New Boroondara Arts Advisory Committee

Abstract

The purpose of this report is for Council to endorse the establishment of a new external advisory committee, namely the Boroondara Arts Advisory Committee and the proposed Draft Terms of Reference (included as **Attachment 1**).

The proposed establishment of the Boroondara Arts Advisory Committee resulted from a workshop with the current Town Hall Gallery Collection Advisory Committee (THGCAC) on 24 September 2019. Following feedback from councillor and community representatives on the committee, the workshop was held to discuss the future role of the THGCAC.

The proposed Boroondara Arts Advisory Committee would facilitate a forum for community and councillor representatives to provide strategic advice to Council on diverse topics relating to arts and culture within the municipality, rather than just focus on one element being the Town Hall Gallery.

This committee would broaden the scope of the current remit for the Town Hall Gallery Collection Advisory Committee, which has a focus on the Town Hall Gallery only, to include the full suite of Boroondara Arts programming, community engagement and cultural development.

The proposed Boroondara Arts Advisory Committee would take the place of and encompass the role of the Town Hall Gallery Collection Advisory Committee.

Council endorsement of the proposed Boroondara Arts Advisory Committee Draft Terms of Reference would further align the role of the committee to other Council external advisory committees, to be strategic in nature.

Officers' recommendation

That Council resolve to:

1. Establish a new external advisory committee, namely the Boroondara Arts Advisory Committee with members of the current Town Hall Gallery Collection Advisory Committee and recruit for vacant member roles.
2. Cease operating the Town Hall Gallery Collection Advisory Committee.
3. Endorse the draft Terms of Reference for the new Boroondara Arts Advisory Committee.

**Responsible director: Carolyn McClean
Community Development**

1. Purpose

The purpose of this report is for Council to consider endorsing the establishment of a new external advisory committee, namely the Boroondara Arts Advisory Committee and the proposed Draft Terms of Reference (included as **Attachment 1**).

2. Policy implications and relevance to community plan and council plan

As part of the Boroondara Community Plan, arts are identified across the key priority themes, contributing to a healthy and connected community. The function of the Boroondara Arts Advisory Committee supports Council's vision for a vibrant and inclusive city, meeting the needs and aspirations of its community.

Through the associated Terms of Reference, the Boroondara Arts Advisory Committee addresses the following strategic objective in the Boroondara Community Plan 2017-27:

Strategy 1.8

Facilitate and produce diverse arts and cultural programs to provide entertainment and increase participation in community life for residents and tourists.

The Terms of Reference will also provide governance for the Boroondara Arts Advisory Committee to participate and give feedback on the development of the Boroondara Arts Plan, due for completion in 2020.

3. Background

The current Town Hall Gallery Collection Advisory Committee (THGCAC) provides advice to Council regarding the gallery's programming and specifically regarding the development of the Town Hall Gallery Collection. Discussion at THGCAC meetings raised queries regarding the scope of the committee including a somewhat limited focus on visual arts acquisitions. Committee members participated in a facilitated workshop on 24 September 2019 to explore options around the future role of the Advisory Committee in the context of opportunities to provide advice in a more holistic and strategic manner on all matters relating to arts in Boroondara.

4. Outline of key issues/options

Outcomes of the Town Hall Gallery Collection Advisory Committee workshop on 24 September 2019, included proposals to:

- broaden the scope of remit from a limited focus on the Town Hall Gallery Collection to include the full suite of Boroondara Arts programming;
- ensure the expertise of the community representatives are fully utilised;
- align the role and content of the committee to provide strategic advice like the operations of other Council Advisory Committees.

All members of the present Town Hall Gallery Collection Advisory Committee agreed to refer to Council that the proposed Boroondara Arts Advisory Committee should supersede the Town Hall Gallery Collection Advisory Committee, as defined by the Boroondara Arts Advisory Committee Draft Terms of Reference.

Regarding pending and future Town Hall Gallery Collection acquisitions, the Boroondara Arts Advisory Committee would provide strategic advice in accordance with the proposed Draft Terms of Reference and the broader objectives of Boroondara Arts programming and the Boroondara Community Plan.

Consultation with the Boroondara Arts Advisory Committee regarding the potential acquisitions into the Town Hall Gallery Collection will be undertaken, along with all other programming of Boroondara Arts proactively at a strategic level. Officers will consult with councillors regarding any elements of community programming as required utilising existing protocols and governance arrangements.

The proposed Boroondara Arts Advisory Committee Draft Terms of Reference is included as **Attachment A**.

5. Consultation/communication

The Town Hall Gallery Collection Advisory Committee participated in a consultation workshop on 24 September 2019. The Committee identified the opportunity to broaden the scope of remit of the committee to ensure the expertise of the community representatives are fully utilised across the broad range of arts programming and community cultural development.

The existing members of the Town Hall Collection Advisory Committee have all expressed interest and desire to be part of the newly established committee. As such it is recommended that the committee members are engaged to form part of the Boroondara Arts Advisory Committee and additional members recruited.

6. Financial and resource implications

There are no financial or resource implications as a result of this report.

7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities. The officers responsible for this report have no direct or indirect interests requiring disclosure.

8. Social and environmental issues

The City of Boroondara values arts and culture as an important element in its vision for a vibrant and inclusive city, meeting the needs and aspirations of the community.

As part of the Boroondara Community Plan, arts are identified across the key priority themes, contributing to a healthy and happy community.

9. Conclusion

Council giving consideration and endorsement to the establishment of the proposed Boroondara Arts Advisory Committee will facilitate strategic and holistic advice on arts and culture in Boroondara.

Manager: Gail Power, Arts Facilities Business

Report officer: Jackie Gatt, Coordinator Community & Cultural Programming

Proposed Boroondara Arts Advisory Committee

Draft Terms of Reference

Introduction

The City of Boroondara values arts and culture as an important element in its vision for a vibrant and inclusive city, meeting the needs and aspirations of the community.

As part of the Boroondara Community Plan, arts are identified across the key priority themes, contributing to a healthy and happy community.

The Boroondara Arts Advisory Committee has been established to support City of Boroondara's vision for arts and culture across the municipality to provide strategic input, advice and specialised knowledge to support Council's efforts to promote, develop and deliver arts in the City of Boroondara.

Background

Advisory committees advise Council about a range of community and social issues that may influence policy, service and program development. They assist Council to identify, articulate and respond appropriately to new and emerging issues and to develop and implement corporate policies and plans that benefit the community. Advisory committees do not have the power to make policy decisions and are not legally responsible for the recommendations they make to Council.

Role and responsibilities of the Boroondara Arts Advisory Committee

The Boroondara Arts Advisory Committee fulfils the need to advise Council on a diverse and comprehensive range of matters regarding arts and culture.

The key role of the Advisory Committee is to provide strategic advice and oversee the development and implementation of the Boroondara Arts Plan.

The core responsibilities of the Advisory Committee are to:

- Provide informed local community input into key Council policies which will affect arts and culture;
- Keep Council informed of the artistic and cultural needs of the community;
- Contribute to and inform discussions regarding Council's priorities for arts and cultural development within the municipality;
- Contribute to the ongoing review of Council's arts and cultural programs;
- Contribute to the development and enhancement of a strong public profile for the arts in Boroondara.

Council will ultimately determine the matters having regard to the advice of the Boroondara Arts Advisory Committee.

Boroondara Arts Advisory Committee Terms of Reference

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Membership

Membership of the Boroondara Arts Advisory Committee is voluntary and open to all interested parties who live, work or study in the City of Boroondara. Exception to this rule will be considered when specialist community or professional representation is required and not available within the Advisory Committee cohort.

The Advisory Committee membership will consist of:

- Councillor representative/s as appointed by the annual Council process.
- A minimum of five (5) and maximum of eight (8) community representatives reflecting:
 - Professional expertise and/or community knowledge
 - A balance of arts and cultural disciplines including but not limited to the visual arts, performing arts, and literary arts.

The Manager Arts Facilities Business, and other Council officers as required, will provide support and coordination to the Advisory Committee.

The membership of the Advisory Committee will be approved by the Director Community Development.

Recruitment

Recruitment of new members shall occur as vacancies arise and will be approved by the Director Community Development.

Recruitment will occur through a public advertising process with full endorsement of the nominations made by the Director Community Development. Should vacancies occur on the Advisory Committee, the Director Community Development may co-opt new members as required according to the appointment criteria.

Meetings

Meetings will be held quarterly.

Members are expected to attend a minimum of 3 meetings per calendar year. If this requirement is not being met, Council Officers will meet with the member to discuss their capacity to continue on the Committee unless special leave has been provided e.g. illness.

Working parties will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. These meetings will be held in addition to regular quarterly meetings.

A quorum for the Committee will be achieved with two (2) Councillors and three (3) community representatives present.

Chair

Meetings shall be chaired by a designated Councillor, or in his/her absence or if no Councillor is appointed, a Boroondara City Council officer.

Tenure

Individual members will hold office for a term of three years. At the conclusion of their term members may re-apply for membership but may only be appointed for two consecutive terms as part of their tenure, before retiring.

Role of Councillor/s

Councillors will be appointed to the Committee by the Council each year to chair the Committee. The role of the Councillor is to facilitate communication between the Committee and Council by referring relevant issues to the Committee for advice and raising issues when relevant during Council meetings.

Role of Council Officer/s

Council Officers are responsible for ensuring Committee members are notified of meetings; minutes and agendas are distributed; and actions are followed up and reported back to the Committee.

Council Officers also advise the Committee on the progress or outcomes of any advice provided by the Committee; any Council report or Council decision relevant to the Committee's work; and the dates of Council meetings discussing matters relevant to the Committee.

Role of Committee member/s

- Commit to serving a three (3) year term, with a maximum of two (2) consecutive terms;
- Prepare for, attend and actively participate in meetings and working parties (if relevant);
- Make recommendations to Council via the Council Officer assigned to convene the Committee;
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee;
- Respond to requests for input into and/or feedback on Council activities, policies and reports;
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

Conduct and interest provisions

In performing their role, a member must:

- Aim to work in an honest, respectful, collaborative and solution-focused manner;
- Encourage fair and reasonable discussion;
- Respect the confidentiality of documents before the Committee and meeting proceedings;
- Not make improper use of their position for personal or professional gain.

A member with a Conflict of Interest or perceived Conflict of Interest in a matter before the Committee must declare their interest prior to Committee discussion of the item. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

Minutes, agendas and reports

Minutes of the meetings will be provided to Committee members by the Council Officer within three weeks after the meeting. An Agenda will be circulated not less than 72 hours prior to each meeting and working party reports will be circulated with the meeting agenda.

Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.

The Minutes will be formally endorsed by the Committee at the subsequent meeting.

Administrative support

The City of Boroondara will provide the administrative support to assist the Advisory Committee to function effectively.

Evaluation and review

At the end of each calendar year, the Committee will evaluate its performance and review its priorities for the following year.

Review

The Terms of Reference will be reviewed every three years by the Arts and Culture department and will be endorsed by Council.

Contact details

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