



# Terms of Reference

## Arts & Cultural Advisory Committee



<b>Name of Committee:</b>	Arts & Cultural Advisory Committee
<b>Purpose of Committee:</b>	<p>The Arts and Cultural Advisory Committee has been established to provide advice to the City of Kingston in relation to broad-based arts and cultural issues within the community.</p> <p>The Arts and Cultural Advisory Committee is an advisory committee of Council with a Councillor or Councillors nominated on an annual basis.</p> <p>The establishment of the Arts and Cultural Advisory Committee provides an important forum for identifying municipal-wide issues and opportunities and advising Council about effective policy and service provision regarding arts and cultural within the City of Kingston.</p> <p>As with all City of Kingston Advisory Committees, the Arts and Cultural Advisory Committee has a citywide focus. The committee should focus on issues and opportunities that are relevant across the entire municipality.</p> <p>The committee should provide specialist advice to Council as an input into decisions that impact municipal-wide Council policy.</p> <p>The Arts and Cultural Advisory Committee has no delegated decision making power from Council.</p>
<b>Council Plan Objectives</b>	To provide advice to Council on the provision of : <ul style="list-style-type: none"><li>• Quality community facilities that are well used and accessible specifically arts and Cultural facilities</li><li>• A city responsive to the needs and aspirations of the community through extensive community consultation for Arts and Cultural activities</li><li>• Connected and effective community groups are supported through the provision of the diverse range of Arts and Cultural activities i.e. the Arts Grants Program</li><li>• A city rich with Cultural vitality through the implementation of the Arts and Cultural Strategy, Public Art Strategy, diverse Arts and Cultural Activities including Cultural Heritage.</li></ul>



<b>Criteria for Membership:</b>	<ul style="list-style-type: none"> <li>• Current involvement in service provision, policy or program development in arts and culture;</li> <li>• Endorsement by their organisation if applicable;</li> <li>• Strong community networks and linkages;</li> <li>• An ability to constructively participate in an advisory capacity;</li> <li>• An ability to represent a broad range of views that reflect the diversity of the community;</li> <li>• A strong understanding of the local community and its social, environmental and economic influences;</li> <li>• Good knowledge and understanding of the local issues that are relevant to arts and culture;</li> <li>• A willingness to contribute positively to meetings in a fair and unbiased manner;</li> <li>• An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston;</li> <li>• An ability and willingness to encourage participation from and provide feedback to the community regarding Policy Area;</li> <li>• A capacity to commit to the Strategic Advisory Committee for the required duration;</li> <li>• A willingness to celebrate the success and achievements of arts and culture in the City of Kingston;</li> </ul>
<b>Selection of Members:</b>	<p>The selection of the membership will involve calling for nominations. An advertisement may be placed in the local media and on Council's website. Specific representatives may be invited to nominate. A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.</p> <p>All nominees will be interviewed before appointment to the Committee. The interview panel will consist of at least two Councillors on the Committee and at least one Council Officer representative.</p> <p>Appointment will be for a period of two years, with a maximum of two terms i.e. four years. Should there be a need for the Arts and Cultural Advisory Committee to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection process outlined in these terms of reference.</p> <p>If inadequate nominations are received during the re-appointment process, members whose term has expired (i.e. served for the max four years) are eligible to re-nominate.</p>
<b>Chairperson:</b>	<p>The role of Chairperson shall be undertaken by a Councillor.</p> <p>A Councillor may also choose not to undertake the role of Chair. In this case an independent Advisory Committee member may be elected to the role through a vote or consensus among the independent members.</p> <p>The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.</p> <p>A deputy Chairperson should be elected to chair meetings in the absence of the Chairperson.</p>



<b>Membership:</b>	<p>The Arts and Cultural Advisory Committee will consist of the following membership structure:</p> <ul style="list-style-type: none"> <li>• A maximum of three (3) Councillor representatives (appointed by Council resolution)</li> <li>• A maximum of eight (8) representatives from service providers/agencies or organisations who have expertise and experience in the provision of arts and cultural services in the City of Kingston and/or community representatives with an interest in the provision of arts and cultural services in the City of Kingston</li> </ul> <p>Co-opted representatives will be invited to participate from time to time when specialised skills and knowledge are required and to contribute from their field of expertise.</p>
<b>Executive Support:</b>	<p>The Governance Department will:</p> <ul style="list-style-type: none"> <li>• Provide terms of reference to new committee members.</li> <li>• Facilitate a review process for the committee and its terms of reference every two years.</li> <li>• Provide information and education on good governance issues such as; conflict of interest, confidentiality and register of interests.</li> <li>• Offer training for the chairperson if required.</li> <li>• Oversee the recruitment and selection process for committee membership.</li> </ul> <p>The Arts and Cultural Services Department will:</p> <ul style="list-style-type: none"> <li>• Compile and circulate agendas, attend meetings, compile and distribute minutes.</li> <li>• Compile the annual report of the committee on behalf of the Chairperson</li> <li>• Facilitate the annual Arts and Cultural grants process.</li> </ul> <p>The General Manager of City Assets and Environment and selected Council Officers will provide professional advice to the committee as required.</p>
<b>Quorum and Voting:</b>	<p>The Committee will operate with 'one third plus one' of the total membership.</p> <p>It is preferable that decisions of the Arts and Cultural Advisory Committee are made by consensus however; there may be circumstances where a matter is decided by a vote.</p> <p>Each member is entitled to one vote, except that the Chairperson who may exercise a casting vote should this be necessary.</p>



**Conflict of Interest and Confidentiality:**

The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the Arts and Cultural Advisory Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Arts and Cultural Advisory Committee.

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.

It is intended that the Arts and Cultural Advisory Committee will be a forum for discussing proposed policies and actions that may impact the Kingston Community.

It is envisaged that members will be provided with information that is not available in the public realm. It will be critical that committee members are seen as a group that can be trusted with confidential information.

The Arts and Cultural Advisory Committee's ability to fulfill its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.

Confidential discussion will not be disclosed without the Chair's prior approval.

**Meetings:**

Meetings of the Arts and Cultural Committee will be held quarterly or more often by arrangement with the committee members and Chairperson. A schedule of meetings will be developed and agreed to annually.

The Committee will also hold one (1) Special Meeting per year to assess applications for the annual Arts Grants program.

Under special circumstances a meeting may be cancelled or re-scheduled. A Council venue that is central for all members to access will be nominated for meetings.

It is expected that each member of the Arts and Cultural Advisory Committee will attend a minimum of two (2) meetings each year.

The Arts and Cultural Advisory Committee may hold joint meetings to deal with issues that cover the reach of more than one Advisory Committee.



<b>Guiding Principles:</b>	<ul style="list-style-type: none"><li>• We are inclusive, open minded and respectful of everyone's perspective</li><li>• We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community</li><li>• Challenging and exploring are an integral part of what we do and how we operate</li><li>• We represent and commit to the value of the committee</li><li>• We actively participate and engage in the work of the committee</li><li>• We are punctual, well prepared, timely with responses and we follow through</li><li>• We are realistic about what we can achieve</li><li>• We have a strong focus on outcomes</li></ul>
<b>Reporting:</b>	<ul style="list-style-type: none"><li>• A report of each Arts and Cultural Advisory Committee meeting is to be presented to a Councillor Information Session.</li><li>• Minutes of each meeting will be provided to all Councillors of the City of Kingston.</li><li>• A report of the Arts and Cultural Advisory Committee activities will be presented to the Council by 30 June annually.</li></ul>
<b>Related Documents:</b>	<p><a href="#"><u>Council Plan 2021 - 2025</u></a></p> <p><a href="#"><u>Living Kingston 2035</u></a></p> <p><a href="#"><u>Arts and Cultural Strategy 2011 - 2015</u></a></p> <p><a href="#"><u>Public Art Policy</u></a></p> <p><a href="#"><u>Public Art Strategy 2012 - 2016</u></a></p>