



YARRA ARTS ADVISORY COMMITTEE (YAARTS)

Terms of Reference

1. Background

YAARTS ('the Committee') was established in 1997 as a community advisory committee to Yarra City Council to provide advice on arts and cultural development in the City of Yarra. It is comprised of representatives from Yarra based arts and community organisations, local artists and cultural industries.

2. Purpose

The Committee provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in arts and cultural planning and development.

The key role of the Committee is to:

- (a) Provide advice on the implementation of the Arts and Cultural Plan 2011–2015;
- (b) Provide comment on relevant Council policies and strategies;
- (c) Make recommendations to Council on the arts streams of the Community Grants Program;
- (d) Facilitate formal and informal communication and consultation processes with local arts and cultural industries, practitioners, organisations and residents; and
- (e) Provide advice to Council on issues related to visual arts in the City including to the City of Yarra Art and Heritage Collection and public art; and
- (f) Provide advice to Council on issues related to creative infrastructure, specifically to the Room to Create Program.

3. Committee Membership

The Committee has a core membership of the following:

- (a) Two Councillor representatives;
- (b) Six ordinary members, one of which will be the Chairperson; and
- (c) The Senior Coordinator, Arts Culture and Venues.

4. Sub Advisory Committees

YAARTS will be supported in more specialised areas of interests by two sub advisory committees:

- (a) The Visual Arts Panel
- (b) The Room to Create Panel

The sub advisory committees will have up to ten members from relevant areas of expertise.

A representative for YAARTS, a Councillor representative and the Senior Coordinator of Arts, Culture and Venues will be members of the two panels.

5. Committee Quorum

A quorum for the Committee comprises a minimum of four people and includes:

- (a) The Councillor representative or Senior Coordinator Arts Culture and Venues or a representative of the Senior Coordinator; and
- (b) Three ordinary members.

6. Co-opted Members

The Committee may invite suitably skilled persons to join YAARTS in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members are not entitled to vote.

Arts and Cultural Services staff may attend meetings at the discretion of the Senior Coordinator Arts Culture and Venues or at the request of YAARTS.

7. Term of Office

The term of office for ordinary members is for a period of three years. Members must demonstrate a strong link to the City of Yarra, such as be a resident, own a property or business, work, study in the City of Yarra.

Membership consists of a reasonable representation from across art forms and interests relevant to the Yarra community. Where possible, membership will have a balance of continuing and new members.

When vacancies arise, new members are invited to apply. Potential members must make a written application, including a resume.

The appointment of Committee members is by recommendation from staff of Arts and Cultural Services to the Director of Community Programs; the appointment of a new member is ratified by the Chief Executive Officer.

The appointment of the Chairperson is by a majority of members and for a maximum of three year term.

The Councillor representative is appointed by Council in December of each year.

In the event of a member resigning during their term, the Arts and Cultural Services Unit will appoint a replacement in accordance with the procedures for appointing new members, including ratification by the Chief Executive Officer.

8. Member Responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- (a) Keep informed of current developments, issues and concerns in the arts and cultural sector;
- (b) Be conversant with relevant Council plans and policies, particularly those related to arts and cultural development;
- (c) Be aware of the activities, interests and concerns of the arts and cultural organisations and groups in the municipality;
- (d) Prepare for and actively participate in regular committee meetings; and
- (e) Have an understanding and experience in the arts and/or community cultural development sectors.

9. Reporting Procedures

YAARTS is not a formal standing Committee of Council, but rather a committee that is established by Council. Reports and recommendations made by such a committee must seek Council approval at scheduled Council meetings before being fully endorsed and acted upon.

10. Management of the Committee

- (a) Chairperson

The Chairperson will work closely with staff of Arts and Cultural Services to manage the Agenda for YAARTS.

(b) Meetings

Meetings shall be arranged at regular intervals as determined by the Committee and Arts and Cultural Services.

(c) Committee Support

The YAARTS Committee will be resourced by a member of the Arts and Cultural Services Unit (non YAARTS member), responsible for preparation of meeting agendas, minutes, reports and other administrative functions.

10. Conflict of Interest

(a) Definition

A Committee member is considered to have a conflict of interest if the member:

- i) has a direct or indirect pecuniary interest in the matter; or
- ii) is of the opinion that their interest in the matter may conflict with their proper performance of duties in respect to the matter.

(b) Disclosure

If a member has a conflict of interest with a matter that is to be, or is likely to be, discussed at a Committee meeting, the member must:

- i) disclose the nature of the conflict of interest immediately before the discussion; or
- ii) if not intending to be present at the meeting, disclose the nature of the conflict of interest to the Senior Coordinator, Arts, Culture and Venues before the meeting is held.

While any discussion or vote is taken relating to the matter, the member must:

- i) leave the room and notify the Chairperson that they are doing so; and
- ii) remain outside the room or other area in view or hearing of the room.

After the discussion, the Chairperson must notify the member that they may return to the room.

The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

11. Public Statements

Ordinary members of the Committee cannot make public statements on behalf of Council as an independent group without prior approval of the Senior Coordinator, Arts Culture and Venues.

12. Review

This document will be re-considered every three years and updated as required.