

Bayside City Council

ARTS AND CULTURE FORUM

2011 - 2013

TERMS OF REFERENCE

1. Purpose:

The Arts and Culture Forum is established by Council to assist in the implementation of the Arts and Culture Key Priority Area (KPA) of the Bayside 2020 Community Plan and to assist Council in the development and review of strategy and policy in this area.

The Forum will have a central role in the annual review of the Bayside 2020 Community Plan focussing on the Arts and Culture Key Priority Area It will support an Annual Review Summit for this process and offer guidance on broader community engagement in support of that process.

2. Background

The Bayside 2020 Community Plan identifies Arts and Culture as a significant priority for the community. It identifies a need to undertake a collaborative approach to arts and culture and to plan and commit to action for the future.

Bayside City Council recognises the range and involvement of the community in arts and culture. It supports a considerable range of facilities and programs including four public libraries, a public art gallery, a cultural collection and a number of historic properties. It engages with artists and art and cultural organisations to deliver events, exhibitions and performances to the Bayside community.

The remit of the Forum includes not only the visual, musical and theatrical arts and the activities associated with Bayside's libraries, community facilities and historic properties: It includes the social history of the Bayside community.

The Arts and Culture Forum builds on and expands a long standing interaction in arts and culture matters between Council and the Bayside community. It fosters a collaborative approach and wide participation in processes contributing to strategic decision making.

The establishment of the Forum builds community leadership around the implementation of the Bayside 2020 Community Plan. It offers a focus for community participation in the review of the Recreation, Arts and Culture Key Priority Area and is part of an ongoing community engagement approach that creates opportunities for community participation.

3. Objectives:

The objectives of the Bayside Arts and Culture Forum are to assist Council in:

- Processes that engage diverse interests to work together to achieve balanced outcomes for arts and culture
- The development of strategic approaches to arts and culture issues
- Annual revision of the arts and culture component of the Bayside 2020 Community Plan.

Annual Action Plan

These objectives will be articulated in an Annual Action Plan developed in consultation with Council to focus on the implementation of the Arts and Culture KPA of the Bayside 2020 Community Plan.

Annual Review Summit

An annual summit will be held to facilitate community participation in the review of the Arts and Culture KPA of the Bayside 2020 Community Plan. The Forum will play a lead role in the planning and execution of the summit assisting with developing community engagement approaches that maximise participation.

4. Membership

Bayside City Council believes it will be best served by a Forum that comprises a mix of expertise due to the complexity and diversity of issues impacting on the Arts and Culture area now and in the future.

Up to sixteen members will participate in the Arts and Culture Forum reflecting the diversity of Arts and Culture activities in Bayside. Membership of the Forum will actively reflect the diversity of Bayside's community taking account of gender, age, ability, culture and geographic location as well as interest or participation in the arts and culture sectors. It will be made up of three categories of membership:

Subject Matter Experts

A number of subject matter experts reflecting the arts and culture organisations in Bayside will be invited to participate. These will include up to five subject matter experts, including organisational representatives from significant arts and culture organisations in Bayside.

Professional participants will be invited to participate as members of the Forum with a focus on their knowledge and interest in Bayside. They are not to be regarded as professional advisors to Council and Council will not be bound to accept their advice.

Selection will be by invitation by Council.

Community Members

Community participation in the Arts and Culture Forum will focus on community members with a combination of skills, networks and interests that benefit the objectives of the Forum. These will include up to ten members of the Bayside community with knowledge of, a connection to, and/or interest in the arts and culture sector.

Selection will be via an Expression of Interest process that will be managed by Bayside City Council.

Council Members

In addition to the above positions, Bayside City Council will be represented on the Arts and Culture Forum: Membership shall comprise one Councillor of Bayside City Council appointed by Council.

Term of Membership.

Appointments for Forum members shall be for a period of two years with the exception of the Councillor who shall be appointed annually.

5. Roles and responsibilities:

5a. The roles and responsibilities of subject matter experts are:

- To be fully prepared for meetings;
- To agree to participate in a collaborative meeting format;
- To bring sector specific knowledge to the table
- To provide informed advice and guidance.
- To attend a minimum of 50% of all meetings annually.

5b. The roles and responsibilities of community members are:

- To be fully prepared for meetings;
- To agree to participate in a collaborative meeting format;
- To bring local knowledge and broad community experience to the table
- To provide informed advice and guidance.
- To attend a minimum of 50% of all meetings annually.

5c. The roles and responsibilities of Council are:

- To appoint a Councillor to sit as a member of the Forum
- To appoint a Responsible Council Senior Officer to engage with the Forum
- To coordinate meetings and provide the Secretariat
- To facilitate a collaborative meeting format
- To support Forum members to fully engage in the issues on the table by providing information in a timely and accessible manner
- To inform Council on the progress and outcomes of the Forum's work.
- To provide feedback on how input from the Forum has been utilised.
- To attend a minimum of 50% of all meetings annually.

6. External Participation

The Forum will have a defined membership however from time to time it may engage individuals with particular expertise who will contribute to the achievement of the

Forums objectives. These individuals will not be members of the Forum, but their contributions will be recognised by the Forum and Council.

7. Working Groups

The Forum may establish Working Groups that consist of members, council officers and individuals engaged for specific purposes to progress specific areas of work for defined periods of time.

8. Chair

The Forum shall be chaired by the member of Bayside City Council appointed to the Forum. A Vice Chair will be elected from among the Forum's membership that will chair meetings of the Forum in the Councillor's absence.

9. Meetings of the Forum

- An annual program of meetings will be established by Council in consultation with the Forum that to reflect the requirements of the Annual Action Plan. This will be reviewed on an annual basis.
- Meetings will be facilitated by a suitably trained Council officer or external facilitator
- Meetings will be sufficiently frequent to address the Annual Action Plan outputs and shall be scheduled in advance of key decision points of Council.
- The program of meetings shall be established at the first annual meeting of the Forum
- Meetings of the Forum will be conducted through a combination of formal meetings and electronic media; not all consultation activities will require members to be physically present.
- Notice and agenda of each meeting including the minutes of the previous meeting will be circulated in advance.
- Consultation activities not requiring physical attendance at a meeting will be undertaken by Council in consultation with the chair as required.
- Special meetings of the Forum will be called by the Chair of the Forum as required.

10. Review

A review of the Arts and Culture Forum's terms of reference will be undertaken by Council at the end of the Forum's term or earlier as Council considers necessary.