

THE ARTS & CULTURE ADVISORY PANEL (ACAP)

Terms of Reference

1. Background

The Mornington Peninsula Shire adopted the Arts & Culture Strategy 2012/13 – 2014/15 – *A Creative Peninsula* in September 2012.

The Vision:

A Creative Peninsula - Fostering creativity, sense of place and cultural vitality.

The Guiding Principles:

- Access – providing facilities and programs that foster dialogue and creative expression
- Community building – nurturing local identity and connection to place
- Cultural vitality – fostering creativity, inspiration, innovation and celebration
- Cultural Heritage – documenting, preserving, facilitating access to and celebrating our history and Indigenous cultural heritage
- Diversity – acknowledging cultural differences, expressions and abilities
- Social inclusion – fostering health and wellbeing outcomes through creative engagement
- Sustainability – aligning the Arts & Culture Strategy with Shire Plans and State and Federal Policies

Objectives:

- One: Integrated Policy, Planning and Coordination
- Two: Fostering Creative and Engaged Communities
- Three: Celebrating our History and Cultural Heritage
- Four: Marketing of Arts & Culture
- Five: Accessible Cultural Facilities

Under Objective One – Integrated Policy, Planning and Coordination the following Action was developed:

Action 1.2 Establish a community-based Arts & Culture Advisory Panel ('ACAP – the panel') To provide advice to the Shire regarding arts and cultural policy and development priorities.

An Arts & Cultural Advisory Panel is integral in supporting the Arts & Culture Strategy implementation program, contributing to progress reporting, evaluation and development for ongoing strategies.

2. Purpose

To provide a formal mechanism for the Shire and community to consult with stakeholders and seek specialist advice on arts and cultural matters. This will underpin the following:

- a. The strategic direction of the Mornington Peninsula's arts and cultural development.
- b. A more informed community able to participate in decision-making processes.
- c. Discussion of arts, culture and heritage and emerging trends and opportunities.

3. Role and Responsibility of the Advisory Panel (ACAP)

Each member of the Panel is expected to work collaboratively and make recommendations to the Shire's Arts and Culture Panel members.

Panel members will:

- a. Have high level expertise and or professional standing in the arts, culture or heritage sectors.
- b. Be conversant with the Arts & Culture Strategy 2012/13 – 2014/15 *A Creative Peninsula* its Objectives and Action Plan.
- c. Engage with arts and cultural organisations, creative practitioners and cultural industries, local history organisations and residents to understand relevant challenges and issues.
- d. Facilitate the development, implementation, review and reporting of Shire Arts and Cultural Policy and Strategies.
- e. Provide high level advice to Council on issues related to Shire plans and strategies and the development of its arts and cultural policies.
- f. Contribute to raising awareness of the value and benefits of the arts, culture and heritage through promotion of the Arts & Culture Strategy.
- g. Attend quarterly meetings or on an as required basis.

4. Status of the Arts & Culture Advisory Panel

The Panel is an advisory committee with no delegated authority.

5. ACAP Membership

The Panel will comprise:

- a. ACAP Councillor Representative and substitute Councillor Representative appointed by Council annually.
- b. MPS officers from the Arts & Culture and other relevant teams.
- c. Invited and or nominated experts and community representatives.
- d. Members must be a Mornington Peninsula resident or work in the municipality.

6. Proxy

There is no provision for a proxy member on the Panel.

7. Term of Office

- a. Councillor Representatives are reviewed annually and appointed by Council resolution.
- b. The term of office for Community Representative members is two years with existing members eligible to reapply upon completion of their term.
- c. Nominations will be received in writing on a completed nomination form and will require Councillor Representatives' and Shire Officers' endorsement.

8. Quorum

A meeting quorum/working group will comprise a minimum of four panel members including:

- a. The ACAP Councillor Representative or substitute Councillor Representative (in the absence of the primary representative), Coordinator Arts & Culture or Senior Arts and Culture Officer and two Community Representative members.

Recommendations will be through discussion within the Committee, recognising that when a consensus cannot be reached, a majority vote will be sought.

9. Voting Rights

All members have voting rights with one vote per representative/agency.

10. Conflict of Interest

- a. A panel 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 of the matter.
- b. While any discussion or vote is taken relating to the matter, the member must:
 - i. Leave the room and notify the Chair that they are doing so; and
 - ii. Remain outside the room or other area in view or hearing of the room.
- c. After the discussion, the Chair must notify the member that they may return to the room.
- d. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

11. Communications

- a. The Councillor Representative will provide the Panel with information on Council matters and advice on how best to address matters with Council.
- b. The Panel Chair will complete a Representative Report for presentation to Council.

12. Public Statements

All public statements will be through the Chair of the Advisory Panel and in accordance with the Shire's communication policy.

13. Management of the Panel

- a. The Appointed Councillor Representative will be the Chair of the Arts & Cultural Advisory Panel. In the absence of the appointed Councillor Representative the Substitute Councillor Representative will be the Panel Chair.
- b. Relevant Shire officers will provide the Panel with support, information and advice as requested.
- c. Independent advice will be sought from people with relevant art form expertise to join ACAP in an advisory capacity, for a specified purpose and/or for a specified period of time.
- d. As a volunteer, you are required to comply with the Shire's Grievance Procedures, as well as other Shire policies. Policies can be found on the Shire's website link http://www.mornpen.vic.gov.au/Our_Shire/Publications_Media/Strategies_Plans_Policies/Policies

14. Meeting Schedule: Agenda and Minutes

Agendas

- a. A member of the Arts & Culture team will prepare the Agenda in consultation with the Chairperson. Panel member input will be requested.
- b. Items for inclusion will be called for at least 14 days prior to meetings.
- c. Documents for review will be circulated 7 days before each scheduled meeting.
- d. Experts from the Shire, the community or external bodies may be invited to present information on relevant topics or issues as required.

Minutes

A member of the Arts & Culture team will be responsible for recording and distributing minutes, agenda and any attachments to the Committee at least 7 days prior to meetings.

15. Meeting Frequency and Time

There will be a minimum of 4 quarterly meetings of the Advisory Panel each year at agreed dates and times.

16. Venue

Meetings will be held at Rosebud or Mornington Shire Offices.

17. Review

This document will be reviewed by MPS officers annually.

18. Contact

Any questions you may have can be directed to the MPS Arts and Culture Coordinator.
E: jane.alexander@mornpen.vic.gov.au or artsandculture@mornpen.vic.gov.au
T: MPRG 5950 1580

19. Suggested Panel Membership

Area	Suggested Panel Membership
Councillors	
1. Councillor Representative	Cr David Gill (Chair)
2. Substitute Councillor Representative	Cr Antonella Celi
Shire Officers	
3. Coordinator A&C/MPRG Director	Jane Alexander
4. Local History	Sally Robins
5. Senior Arts and Culture Officer	VACANT
6. Strategic Planning	James Bryan
7. Heritage Officer	VACANT
8. Senior Social Planner Aboriginal Cultural and Community Development	VACANT
9. Youth Services	Andrew Joseph
Community Representatives (by EOI)	
General	Norman Creighton
Visual Arts/Cultural	Susan McCulloch
Music – Classical music	Anthony Pope
Music - Contemporary	Poul Grage
Community Arts	Yvonne Watson
Performing Arts – Dance & Theatre	VACANT
PR/ Marketing Events	VACANT
Heritage/History	Judy Walsh (by invitation)
Other/ Special Invitation to attend	Individual or representatives from MPS officers, arts groups or relevant organisations may be invited from time to time to attend meetings to address a specific subject. Other Council staff where specific expertise may be required. (Recreation, Infrastructure etc.)

20. References

A Creative Peninsula: Arts and Culture Strategy 2012-2015
Our Peninsula 2021: Council Plan 2017-2021
Our Health and Wellbeing 2021: Municipal Public Health and Wellbeing Plan
Mornington Peninsula Shire Adopted Budget 2017-18