



## **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 2005–2009*;
- (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 the City of Yarra Art and Heritage Collection through the Collection Management Advisory Committee (CMAC) as a sub-committee to YAARTS.

### **3. Committee Membership**

The Committee has a core membership of the following:

- (a) A Councillor representative;
- (b) Six ordinary members selected from a variety of art forms; and
- (c) Coordinator, Arts and Cultural Services.

#### **4. Committee Quorum**

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

- (a) The Councillor representative or Coordinator Arts and Cultural Services or a representative of the Coordinator; and
- (b) Two ordinary members.

#### **5. 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 Coordinator Arts and Cultural Services or at the request of YAARTS.

#### **6. Term of Office**

The term of office for ordinary members is for a period of two years. Members must be residents and/or work within 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 committee consists of the Coordinator and staff of Arts and Cultural Services and the Manager, Culture and Community Planning. The appointment of a new member is ratified by the Chief Executive Officer.

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.

#### **7. 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.

## **8. 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.

## **9. Management of the Committee**

### **(a) Chairperson**

The chairperson shall be appointed by the City of Yarra.

### **(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 Coordinator, Arts and Cultural Services 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 Coordinator, Arts and Cultural Services.

**12. Review**

This document will be re-considered in 2009 following the general review of the Arts and Cultural Plan, which expires at this time.



## **COLLECTION MANAGEMENT ADVISORY COMMITTEE (CMAC) Terms of Reference**

### **1. Background**

The City of Yarra inherited a range of indoor and outdoor artworks and cultural artefacts when the Cities of Collingwood, Richmond and Fitzroy amalgamated in 1994. Council recognises the inherent importance of local cultural heritage and accepts responsibility as custodian for all collection items documenting the City's unique history and people.

The City of Yarra will acquire, collect, preserve, research, document, exhibit, interpret and make accessible to the public the original artworks, objects and information that best illustrate the physical, artistic, cultural, social and political history and development of the City of Yarra. These works form the City of Yarra Collection.

The City of Yarra's Collection Management Policy ('the Policy') guides all decisions related to Council's management of the City of Yarra Collection ('the Collection') and role as cultural custodian of this Collection.

### **2. Purpose**

Council is advised on cultural matters by the Yarra Arts Advisory Committee (YAARTS). The City of Yarra Collection Management Advisory Committee ('the Committee') is a sub-committee of YAARTS. The Committee provides a formal mechanism for Council to seek specialist advice as required on matters related to the management of the Collection.

The key role of the Committee is to:

- (a) Contribute to policies and strategies related to the Collection;
- (b) Advise on acquisition proposals of over \$5000;
- (c) Represent YAARTS on reference groups related to Council generated commissions where required; and
- (d) Comment on public submissions for public art, memorials and monuments.

### **3. Membership**

The Committee has a core membership of the following:

- (a) The YAARTS Councillor representative;
- (b) Two ordinary members of YAARTS;
- (c) One ordinary member selected as a local cultural industry representative;
- (d) Coordinator, Arts and Cultural Services; and
- (e) Arts and Cultural Services curatorial staff.

### **4. Committee Quorum**

A quorum for the Committee comprises:

- a) The Councillor representative or Coordinator, Arts and Cultural Services or a representative of the Coordinator;
- b) One ordinary member of YAARTS; and
- c) The local cultural industry representative.

### **5. Co-opted Members**

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

### **6. Term of Office**

The term of office for ordinary members is for a period of two years. Members must be residents and/or work within the City of Yarra.

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

YAARTS acts as the appointment committee. The appointment of a new member is ratified by the Chief Executive Officer.

The Councillor representative is appointed by Council in December 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.

### **7. Member Responsibilities**

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

- (a) Keep informed of current developments, issues and concerns in regard to collection management practices;

- (b) Be familiar with the City of Yarra's Collection Management Policy and other relevant documents;
- (c) Prepare for and actively participate in meetings.

## **8. Reporting Procedures**

The Committee is not a formal standing Committee of Council, but rather a sub-committee of YAARTS that has been established by Council.

Where necessary, reports and recommendations made by the Committee must seek Council approval at scheduled Council meetings before being fully endorsed and acted upon.

## **9. Management of the Committee**

- (a) Chairperson  
The Chairperson shall be appointed by the City of Yarra.
- (b) Meetings  
Meetings shall be arranged at regular intervals as determined by the Committee or as required.
- (c) Committee Support  
The Committee will be resourced by a member of Council's Arts and Cultural Services Unit (non member), responsible for preparation of minutes, agendas, 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 Coordinator, Arts and Cultural Services before the meeting is held.

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

  - iii) leave the room and notify the Chairperson that they are doing so; and
  - iv) 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 Coordinator, Arts and Cultural Services.