

Knox Arts & Culture Committee

Directorate:	Connected Communities		
Approval by:	Council	Responsible Officer:	Coordinator Arts & Cultural Services
Approval Date:	23 June 2025	Version Number:	5
Review Date:	23 June 2029		

1. Purpose

The function of the Knox Arts and Culture Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Knox Arts and Culture Committee (the Committee) provides Council with strategic advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and cultural services in Knox, and the value of arts and culture in supporting community health and wellbeing. The Committee also provides Council with direct insight into the local needs, interests and trends in arts, culture and creative industry development in Knox.

2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on arts and cultural issues;
- Promote access to a diverse range of arts and cultural activities within Knox;
- Assist Council in the development of arts and cultural policy, procedure and planning;
- Contribute ideas and recommendations on the key service portfolios of the Arts and Cultural services Unit, including but not limited to Festivals and Events, Community and Public Arts, and Cultural Venues;
- Advocate and promote arts and cultural development in Knox; and
- Actively network and build connections and opportunities for increased collaboration between the Knox Community and Council through arts and cultural initiatives.

3. Membership, Period of Membership and Method of Appointment

The Arts & Culture Committee shall comprise the following:

- A maximum of 8 community members.
- A maximum of 4 industry members (including any relevant government agency representatives).
- 2 Councillors.

3.1 Selection and Recruitment of Community and Industry Representative Members

The process to appoint community members will be advertised on Council's website, digital platforms, publications and through local networks. Applicants must make an application via an online expression of interest process.

Submissions for community and industry membership will be assessed alongside the following selection criteria:

- Live, work or study in Knox, or regularly participate in Knox Arts and Cultural activities;
- Demonstrate an interest and knowledge of Arts and Cultural activities within Knox, including services, events, venues, programs, projects and initiatives offered through Council, Community and local Businesses;
- Contribute specialist skills and experience in one of more areas of Arts and Culture, including but not limited to Cultural Development, Arts Management, Public Art, Arts Facilities, Programming, Arts Education, Event Management, Placemaking, Cultural Tourism, Arts Marketing, Community Engagement, Creative Industry Development, Arts Funding, Performance or Creative Arts Practice; and
- Offer insight into the social, cultural, environmental and economic factors impacting the wider Knox community and how these may influence local arts and cultural service delivery.

The approach and method for appointing representatives will include the following:

- Community and industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit.
- The method of appointment will be via an online expression of interest process.
- Members will be appointed for a two-year term.
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered, unless otherwise recommended by the Committee Chair and endorsed by Council on a case by case basis.
- Council will be responsible for appointing all Councillor, community and industry representative members.
- Casual vacancies which occur due to community or industry members being unable to complete the full term of their appointments, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms, or where the previous applications are unsuitable, new members may be recommended and must apply as per Item 3.1. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate/s to the committee for the remainder of the previous incumbent's term.
- Community and Industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the Committee member will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation within the meeting.
- The committee Chair may invite observers to meetings from time to time. This is at the discretion of the committee.
- The committee Chair may invite guests to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the committee.

3.2 Councillors

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, review Agendas and Minutes, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community and Council interest being considered at meetings.

3.3 Council Officers

Council officers will be nominated to support the committee by the CEO as required to provide advice and administrative support to the committee.

3.4 Arts Assessment Panel Membership

The Arts Assessment Panel (AAP) is a working group that assesses and makes recommendations for the acquisition and deaccession of public art and civic art collection items, as per the [Knox Public Art Policy](#) (2022 – 2026). Community and Councillor representation on the AAP is derived from the Knox Arts and Culture Committee, joining key internal officers.

At the commencement of the two-year term for Knox Arts and Culture Committee members, between two and four community/industry members will be nominated to be members of the AAP for their Committee term, with a preference for nominated members to demonstrate experience in visual arts management. At least one Councillor will be also nominated from the Committee, who will take on the role of AAP Chair. Where multiple Arts and Culture Committee Councillors' wish to take part in the AAP, the role of Chair will be given to the Mayor or Deputy Mayor, or negotiated where this does not apply. Other Councillors may also take part in the AAP, by negotiation with the AAP Chair.

Meetings of the AAP are ad-hoc as required (approximately 4 per year), and some decisions may be made via email. The AAP members will regularly report back to the Knox Arts and Culture Committee on outcomes.

4. Delegated Authority and Decision Making

The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The committee will meet approximately every three months with a minimum of four meetings per year, and an annual schedule of meetings will be agreed upon at the first meeting of the committee each year. There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting.

The committee is not required to give public notice of its meetings, and its meetings are not open to the public.

At the commencement of each financial year the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

8. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;

- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Panel will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Councillors must:

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- absent themselves from any discussion of the matter; and
- as soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

10. Reporting

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

13. Review Date

Council Committees must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the committee continues to have a relevant function at the end of the standard review period, a report must be presented to Council including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

14. Meals

Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

15. Administration Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter these Terms of Reference, such a change may be made administratively and approved by the Chief Executive Officer (or their delegate).

Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact.

Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council or delegated Committee.