

Darebin Art & Heritage Advisory Panel

Terms of Reference

BACKGROUND

Darebin Council appointed a Section 86 Special Committee under the Local Government Act to oversee the operations of Bundoora Homestead Art Centre. In 2017 this committee adopted the Bundoora Homestead Art Centre Operations Plan to outline how the centre would deliver visual art and heritage services and support to the community.

In late 2019, Council recognised that proposed changes to the Local Government Act would impact on this committee. In early 2020 the special committee was wound up and the Darebin Art & Heritage Advisory Panel was established.

The Darebin Art & Heritage Advisory Panel is guided by Council's Plan, Art Strategy and the Bundoora Homestead Art Centre Operations Plan:

Council Plan 2017 – 2021

Goal 2: We will improve the wellbeing of people in our community by providing opportunities for them to live their lives well.

2.2 We will expand opportunities for participation and social connection through sport, physical activity, arts, culture and other leisure activities.

Goal 5: We will lead on equity and recognise our diverse community as our greatest asset for solving future challenges.

5.2 We bring the ideas of our diverse community into our decision-making.

Creative Darebin: a plan for a thriving creative community 2014 – 2020

OUR VISION A City brimming with creative possibilities.

OUR MISSION To create the ideal environmental conditions for creativity to thrive in our City.

Key Focus Areas:

1. Inclusive —Increase access and meaningful participation in the arts for priority communities
2. Enterprising —Make Darebin the home of choice for artists and creative industries
3. Regenerative —Develop Creative Spaces and Places
4. Connected —Create connections across communities and between generations
5. Vibrant & Visionary —Lead by example and commit to best practice principles in all our work

Bundoora Homestead Art Centre Operations Plan

OUR VISION IS TO BE A LEADER IN CONTEMPORARY ART AND HERITAGE EXPERIENCES THAT ENGAGE, EXCITE AND INSPIRE OUR COMMUNITY

There are four guiding principles which will drive success of Bundoora Homestead Art Centre. These are:

- Artistic Excellence, Heritage and Engagement
- Exceptional Visitor Experience
- Business Sustainability
- Innovative and Inclusive Management

PURPOSE

The Art & Heritage Advisory Panel provides expert advice and support to achieving the visual art, public art and heritage interpretation projects, services and activities that Darebin Council provides to our community. Specifically, the panel focuses on:

- Bundoora Homestead Art Centre, strategic vision and direction for Darebin's public art gallery and heritage house
- Darebin Art Collection, oversight of the Darebin Art Collection Policy and expert advice on acquisitions and commissions
- Public Art, oversight of policy in relation to artwork and creativity in public spaces and expert advice on acquisitions, commissions and new opportunities for art to interact with the public realm.
- Financial sustainability, funding streams and investment opportunities including guidance on Bundoora Homestead Foundation Fund, growing the fund and spending decisions

The Art & Heritage Advisory Panel may also consider other Creative Culture requests for strategic advice or input, sought by Council or staff, as required.

Visual Arts and Heritage in Darebin

Bundoora Homestead Art Centre is where contemporary art and Australian history collide. A home for creative thinking, community participation and inventive contemporary arts practice, where artist and audience are engaged, welcomed, challenged, and where they are empowered to contribute to a conversation about the issues of our time and place, all within a rich historical heritage. We utilise our assets of art galleries, heritage house, heritage gardens, café, and art collection to work collaboratively and deliver experiences that are relevant, accessible and engaging.

The Art and Heritage unit's remit extends beyond the walls of Bundoora Homestead and engages with communities across Darebin in their own space. We manage and care for the Darebin Art Collection and Public Art Collection and ensure these valuable community assets are promoted and cared for. We are supporting artists to make and present new artworks by making art more accessible to a wide range of community members. We recognise that art is vital to the wellbeing of individuals and communities.

OBJECTIVES

The Objectives of the Darebin Art & Heritage Advisory Panel are to:

- Provide specialist and specific strategic advice in the delivery of an Art Gallery and services to visual artists and arts lovers in Darebin and in the delivery of heritage interpretation of Bundoora Homestead Art Centre and other heritage related opportunities across the city
- Support and advise on the commissioning, acquisition, management, maintenance and de-acquisition of public art
- Support and advise on the commissioning, acquisition, management, maintenance and de-acquisition of artworks for the Darebin Art Collection
- Support Council to achieve the art and heritage aims of Council adopted plans, policies and strategies and provide advice in the development and/or review of these documents
- Provide advice and guidance into financial sustainability, growth of external funding sources, and the management, growth and spending of the Bundoora Homestead Foundation Fund, a deductible gift recipient fund operated by Council for the benefit of Bundoora Homestead Art Centre
- Provide advice to support the future sustainability of Bundoora Homestead Art Centre and preserve access to art and heritage services in the municipality
- Provide advice and support to Council in relation to delivering inclusive and diverse cultural services, with priority focus on inclusion of First Nations and CALD artists, creative professionals and community members
- Provide insight and advice as to national, state-wide and sector policy and developments that may impact on Council's aims in relation to art and heritage
- Identify and provide recommendations back to Council as appropriate.
- Advocate on behalf of the creative sector on all matters pertaining to arts and culture
- Support community access to arts, heritage and cultural materials for the enjoyment of future generations.

MEMBERSHIP

Skills Audits

In recruiting members to the Darebin Art & Heritage Advisory Panel, Council will seek the following skills, experience and diversity:

- Tourism
- Hospitality
- Facility management
- Curatorial expertise
- Visual art knowledge
- Public art expertise
- Collection management
- Heritage interpretation
- Heritage management
- Events
- Fundraising
- Marketing
- Leadership
- Customer service
- Volunteer management
- Partnership building
- Sponsorship
- Lived experience of disability or mental health
- Lived experience of First Nations cultural art practices
- other skills as identified in skills audits undertaken by the Panel or by Council.

Membership composition

Membership will include but not be limited to:

- 1 x Darebin Councillor and 1 proxy
- 12 x community members recruited via Expression of Interest and meeting skill sets identified by the Panel or by Council.
- A representative of the Wurundjeri Land & Compensation Cultural Heritage Council Aboriginal Corporation, or the Darebin Aboriginal Advisory Committee, or a First Nations artist or arts manager endorsed by one of these groups

Recruitment and Terms of Appointment

Darebin Councillor members will be appointed each year at the Special Meeting of Council for a period of 12 months or until the next Special Meeting of Council.

Community members will be recruited through an Expression of Interest process coordinated by the Gallery Director. Applications will be reviewed by a group of committee members and Creative Culture and Events staff. Appointments to the Panel will be authorised by Council via Council report and resolution. Community members will serve for a term of 24 months with the opportunity to serve for a second term. After 4 years of membership community members will need to reapply for their position if they wish to continue.

The First Nations representative will be recruited through a collaborative process with Wurundjeri Land & Compensation Cultural Heritage Council Aboriginal Corporation, or the Darebin Aboriginal Advisory Committee. This member will have the same Term of Appointment as community members.

Co-opted members

Additional expertise and advice can be bought in to the Panel where a specific skill or area of knowledge is required (e.g. a ceramics expert to advise on ceramics acquisitions to the Darebin Art Collection), where this skill does not currently exist in the membership. Co-opted members will be invited to attend one or more meetings as required.

Support

The members will be supported by the Gallery Director or another Council staff member from the Art and Heritage team. The staff person will not be a voting member of the Panel.

Chair

The Panel will appoint a community member as Chair at the first meeting of the calendar year to serve for a 12 month term. Any community member can nominate for this position.

The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available
- Facilitating fruitful discussions
- Assisting members to abide by the Code of Conduct (see 5.4. below), including by taking action in case of breaches
- Reviewing and approving minutes before distribution as needed

- Where appropriate, updating Council on the progress and discussions of the Panel

Where the Chair is unable to attend a meeting another member of the Panel will be invited to act as Chair. This decision will be made as early as possible to ensure the Acting Chair has time to prepare.

Roles, responsibilities and extent of decision making

The role of the Panel is to provide advice to Council. As such it does not have any decision-making powers. Recommendations to Council are advice only and Council will debate and decide any course of action.

The Panel does not have any delegated powers or authority and cannot spend monies in the course of their work.

The Panel does not have an operational role and may not direct Council staff in the performance of their duties.

Panel members may be invited to attend or have a role at Art and Heritage events including, but not limited to, MC or speaker at events, judging prizes, sitting on acquisition panels and attending broader Creative Culture and Events, or Council events or meetings.

MEETINGS AND PROCEDURES

The Panel will meet at Bundoora Homestead Art Centre or Council's offices four (4) times a year, with the possibility to organise additional meetings, workshops or events as required. Dates and times of the meetings will be determined by Council, taking into consideration members' constraints. The expectation is that members of the Advisory Panel will attend a minimum of three (3) meetings each year. Meetings may also be hosted by member agencies, stakeholders or partners and may focus on a particular topic or theme.

Sub- Panels

Where appropriate the Panel may decide to implement a sub- Panel to address a particular issue or idea. Sub- Panels have the same quality as the Panel but any resolutions or advice to Council must come back to the Panel for approval.

OFFICER SUPPORT

Darebin City Council's Gallery Director, or another member of the Art and Heritage team, will take responsibility for providing executive support to the Panel including provision of meeting agendas and minutes. Panel agendas will be forwarded to the Panel members by email no later than one week (five working days) before a scheduled meeting.

Minutes will be provided to Panel members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

The Gallery Director will coordinate the implementation of Panel meeting outcomes, monitoring and evaluation. The implementation may involve Panel members or staff from their agencies. Agencies and organisations not directly represented on the Panel may be involved.

Records of agendas and minutes will be maintained in accordance with Public Records Act requirements.

CONDUCT OF PANEL MEMBERS

Members will:

- Act honestly and treat others with respect
- Practice active listening and give all members an opportunity to voice opinions, concerns and ideas
- Exercise reasonable care and diligence
- Not make improper use of their position or make improper use of information acquired because of their position
- Ensure their behaviours reflect Council's commitments to equity, diversity and wellbeing, in particular those outlined in Council Plan.
- Ensure that their behaviour reflect Council's values:
Collaborative Integrity Make a difference Accountable Respect Creative

Where there is a requirement for confidentiality, whether it arises during a meeting or is made clear to members in communications conducted outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), this is to be noted in the minutes and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Panel is concerned with or that the Panel will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of the Panel are not authorised to speak to the media or make public statements on behalf of the Panel, nor of Council. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Panel, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Panel's discussions.

STAKEHOLDERS

The Panel may at times seek input and advice from stakeholders in the community and more broadly to assist in their deliberations and advice. This may include artists, arts organisations, funding bodies, government departments and agencies, sponsors and other individuals or groups who can provide value to the work of the Panel.

MONITORING AND EVALUATION

The Panel will be reviewed every 18 months via a number of methods (including reflective self-evaluation by members) to ensure that the Panel is achieving its objectives and is relevant to council's aspirations relating to the Art and Heritage.

REPORTING AND REVIEW

The Panel will provide an Annual Report to Council on actions and outcomes achieved. The Annual Report will reflect the previous financial year and will be presented to Council in October each year.