

# Creative Industries Advisory Committee

Terms of Reference

January 2026



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## 1. Establishment of the Committee

- 1.1. The Latrobe Regional Gallery Advisory Committee (“the Committee”) is a formally appointed Advisory Committee of Council for the purposes of the *Local Government Act 1989*.
- 1.2. The Committee is an advisory committee only and has no delegated decision-making authority.
- 1.3. Membership of this Committee and these Terms of Reference will be adopted by resolution of the Council at an Ordinary Council Meeting.

## 2. Objectives

### 2.1 Role of the Committee

The Cultural Industries Advisory Committee is established as an advisory body to provide strategic, community-informed advice, information and feedback to Council on matters within the scope of this Terms of Reference, to support Council decision-making and the effective discharge of its responsibilities.

The Committee has no delegated authority and does not undertake operational, programming delivery or management functions.

### 2.2 Purpose and Objectives

The Committee is established to:

- 2.2.1 Provide strategic advice to Council on the development, sustainability and growth of creative and cultural industries across Latrobe City.
- 2.2.2 Support Council in strengthening engagement with creative practitioners, cultural organisations and the broader community to inform policy, planning and investment decisions.
- 2.2.3 Advocate for the role and value of creative and cultural industries in contributing to community wellbeing, identity, activation and economic outcomes.
- 2.2.4 Provide advice on opportunities to increase activation, access and utilisation of Council-owned and supported cultural facilities.
- 2.2.5 Identify emerging trends, risks and opportunities within the creative and cultural sectors and advise Council on best practice responses.
- 2.2.6 Support delivery of Council’s Arts and Culture Strategy and Action Plan through informed, sector-based advice and forward planning.

### 2.3 Functions of the Committee

In achieving its objectives, the Committee may:

- 2.3.1 Provide strategic advice and advocacy on matters affecting creative and cultural industries, including sector development, participation and sustainability.
- 2.3.2 Contribute advice to the development, review and implementation of relevant policies, strategies and plans as requested by Council.
- 2.3.3 Support Council officers by providing community insight, industry knowledge and lived experience relevant to strategic initiatives.
- 2.3.4 Act as a conduit between Council and the creative sector by strengthening networks, sharing intelligence and promoting collaborative approaches.
- 2.3.5 Undertake other advisory activities consistent with these Terms of Reference, as requested by Council from time to time.

### **3. Membership**

#### **Composition of the Committee**

3.1 The Cultural Industries Advisory Committee will comprise up to eleven (11) members appointed by Council.

3.2 Membership will be drawn from a broad range of individuals with experience, expertise or lived knowledge relevant to the creative and cultural industries, and who are able to contribute to the purpose and objectives of the Committee.

3.3 The Committee will include:

3.3.1 Up to four Councillors appointed by Council.

3.3.2 Community members appointed through an Expression of Interest process who collectively demonstrate experience across one or more of the following areas:

creative and cultural practice

arts and cultural leadership or management

creative industries and sector development

community engagement and participation

cultural programming, production or presentation

use, activation or management of cultural facilities

policy, strategy, advocacy or funding within the arts and cultural sector

3.3.3 Membership that reflects diversity in background, discipline, age, experience and lived perspective, and supports strong representation of the Latrobe City community.

3.3.4 Where possible, representation from First Nations communities, recognising the cultural leadership and ongoing connection of the Gunaikurnai people to this region.

3.3.5 Two Latrobe City Council officers Arts & Culture Coordinator and Manager Creative Venues & Libraries, who will participate in a non-voting capacity.

3.4 In appointing members, Council will seek to ensure the Committee collectively has the skills, experience and networks required to provide informed, strategic and sector-relevant advice.

3.5 Where specific representation is not available or nominations are not received, Council may appoint alternative community members with relevant skills and experience to ensure the effective operation of the Committee.

#### **3.4 Length of appointment**

3.4.1 The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council.

3.4.2 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members can re-nominate.

#### **Selection of members and filling of vacancies**

3.1 Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.

3.2 The Committee may fill any vacancies that occur within the determined period of appointment, subject to the approval of the General Manager Community Liveability and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

### **Co-option of members**

- 3.3 With the approval of the Chair, the Committee may invite other individuals to participate in the proceedings of the Committee on a regular or occasional basis and including in the proceedings of any sub-committees formed.

### **Attendance at meetings**

- 3.4 All Committee members are expected to attend each meeting.
- 3.5 A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.6 A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

### **Resignations**

- 3.7 All resignations from members of the Committee are to be submitted in writing to the General Manager Community Liveability, Latrobe City Council, PO Box 264, Morwell VIC 3840.

## **4. Proceedings**

### **Chair**

- 4.1 The nominated Councillor shall Chair the meetings.
- 4.2 If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3 If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

### **Meeting schedule**

- 4.4 The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5 Meetings of the Committee will be held quarterly and Special meetings may be held on an as-needs basis.

### **Meeting procedures**

- 4.6 Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided (see appendix one for the agenda template).
- 4.7 Members are expected to comply with the confidential information provisions contained in the *Local Government Act 2020* and must treat information they receive as confidential unless

otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.

4.8 If a member has a general or material conflict of interest as defined in the *Local Government Act 2020* regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chair if they are attending the meeting.

4.8.1 Once a declaration of either general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.

4.9 All recommendations, proposals and advice must be directed through the Chair.

### **Quorum**

4.10 A majority of the members constitute a quorum and a minimum of one councillor.

4.11 If at any Committee meeting a quorum is not present within 15 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

### **Voting**

4.12 As the Committee has no decision-making authority, formal voting will not be conducted at meetings. Majority and minority opinions will be reflected in Committee minutes.

### **Minutes of the Meeting**

4.13 A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.

4.14 The minutes shall be in a standard format including a record of those present apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).

4.15 The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).

4.16 The agenda shall be distributed at least three working days ~~48 hours~~ in advance of the meeting to all Committee members, including alternative representatives.

4.17 A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

### **Reports to Council**

4.18 With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.

4.19 Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.

4.20 Reports to Council will be co-ordinated through the General Manager Community Liveability.

## **5. Review of Committee and Duration of the Committee**

5.1 The Committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 are demonstrated to have been met, whichever occurs first.

5.2 A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.

- 5.3 A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.4 The review must consider:
  - 5.4.1 The Committee's achievements;
  - 5.4.2 Whether there is a demonstrated need for the Committee to continue; and
  - 5.4.3 Any other relevant matter.

## **6. Authority and Compliance Requirements**

- 6.1 The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2 Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.

## Appendix 1: Agenda Template

# Agenda



## [Name] Advisory Committee

**Date:** 00/00/0000

**Time:** 00.00pm to 00.00pm


**Location:** [include specific meeting room and address]

### Agenda items

No.	Item/description	Owner	Attachment
1	<b>Welcome and introduction</b>	Chair	N/A
2	<b>Apologies</b>	All	
3	<b>Declarations of Interest</b> Members of the Committee are to declare any conflicts of interest or any interests in matters listed on the agenda.	All	
4	<b>Confirmation of Minutes</b> Confirmation of the previous minutes of the meeting.		
5	<b>Matters arising from previous meeting</b> Review of action progress from previous meeting.	All	
6	<b>Reports/items for consideration</b> Matters being presented for discussion in accordance with the terms of reference. <ul style="list-style-type: none"> <li>List</li> <li>List</li> </ul>		
7	<b>General business</b> <ul style="list-style-type: none"> <li>List</li> <li>List</li> </ul>	All	

**Next meeting:** 00 January, 00.00am to 00.00am

## Appendix 2: Minutes Template

Minutes	
	
<b>[Name] Advisory Committee Minutes</b>	
<b>Date:</b> 00/00/0000	
<b>Time:</b> 00.00pm to 00.00pm	
<b>Location:</b> [include specific meeting room and address]	
<b>Chairperson:</b> Name	
No.	Item description
1	<b>Present</b>
2	<b>Apologies</b>
3	<p><b>Interest disclosures</b></p> <p>Members of the Committee declare any conflicts of interest or interest in matters discussed at the meeting.</p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <ul style="list-style-type: none"> <li>• Name, Time left 00.00am/pm, Time returned 00.00am/pm</li> <li>• Name, Time left 00.00am/pm, Time returned 00.00am/pm</li> <li>• Name, Time left 00.00am/pm, Time returned 00.00am/pm</li> </ul>
4	<p><b>Confirmation of minutes</b></p> <p>That the minutes of the meeting held on [date] of the [name] Advisory Committee be confirmed.</p>
5	<p><b>Matters arising from previous meeting</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes.</p> <p>1. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>• List</li> </ul> <p>2. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>• List</li> </ul>
6	<p><b>Items for consideration</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes.</p> <p>3. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>• List</li> </ul> <p>4. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> </ul> <p>List</p>
7	<p><b>General business</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes.</p> <p>5. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>• List</li> </ul> <p>6. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> </ul> <p>List</p>
<b>Next meeting:</b> 00 January, 00.00am to 00.00am, Location	

