

Latrobe Regional Gallery (LRG) Advisory Committee

Terms of Reference

January 2026



Contents

1. Establishment of the Committee	2
2. Objectives	2
3. Membership	3
Composition of the Committee	3
Length of appointment	3
Selection of members and filling of vacancies	3
Co-optation of members	3
Attendance at meetings	3
Resignations	4
4. Proceedings	4
Chair	4
Meeting schedule	4
Meeting procedures	4
Quorum	4
Voting	4
Minutes of the Meeting	4
Reports to Council	5
5. Review of Committee and Duration of the Committee	5
6. Authority and Compliance Requirements	5
Appendix 1: Agenda Template	6
Appendix 2: Minutes Template	7

1. Establishment of the Committee

- 1.1 The Latrobe Regional Gallery (LRG) Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 1.2 The Committee is an advisory committee only and has no delegated decision-making authority.
- 1.3 The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

2.1 Role of the Committee

The Committee’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

2.2 Purpose and Objectives

The Committee is established to:

- 2.2.1 provide strategic advice to Council and LRG Staff on matters relating to the Gallery’s vision, priorities and long-term direction The Committee will carry out the following to achieve the objectives set:
- 2.2.2 strengthen relationships and engagement between LRG, the local community and arts and cultural industry representatives.
- 2.2.3 advocate for LRG through members’ community, professional and sector networks.
- 2.2.4 provide general advice on acquisitions, donations and deaccessioning in accordance with endorsed Gallery policies, noting that all final decisions remain with Council and delegated officers.
- 2.2.5 support audience development, visitation, membership growth and community participation.
- 2.2.6 provide feedback on opportunities, risks and emerging trends relevant to the Gallery;
- 2.2.7 and perform advisory functions consistent with Council’s expectations of an advisory committee.

2.3 Functions of the Committee

In achieving its objectives, the Committee may:

- 2.3.1 provide advice and feedback on proposed acquisitions, donations and deaccessioning in accordance with endorsed Gallery policies, noting that all decisions remain with Council and delegated officers;
- 2.3.2 support the Gallery by sharing sector knowledge, community insight and professional expertise relevant to its operations and strategic direction;
- 2.3.3 promote awareness of the Gallery, its programs and exhibitions through members’ community and professional networks;
- 2.3.4 provide advice on opportunities to strengthen visitation, audience development, membership and community engagement;
- 2.3.5 identify and communicate emerging trends, risks and opportunities relevant to the Gallery and the broader arts and cultural sector; and

- 2.3.6 Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the Committee

- 3.1 The Committee shall comprise of eleven (11) members appointed by Council, being:
- 3.1.1 Up to two Councillors;
 - 3.1.2 Up to 9 representatives from the community, preference will be given to the following:
 - 3.1.2.1 Community members with visual arts sector experience;
 - 3.1.2.2 Representatives connected to local arts organisations such as Arc Yinnar
 - 3.1.2.3 Community members with art, cultural or creative sector experience
 - 3.1.2.4 Members reflecting diversity in age, background and lived experience
 - 3.1.3 Preference will be given to representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
 - 3.1.4 LRG Coordinator (Director)
 - 3.1.5 Manager Creative Venues & Libraries
 - 3.1.6 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.

Length of appointment

- 3.2 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.
- 3.3 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

Selection of members and filling of vacancies

- 3.4 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.
- 3.5 The Committee may fill any vacancies that occur within the determined period of appointment, subject to the approval of the General Manager of the relevant division 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

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

Attendance at meetings

- 3.7 All Committee members are expected to attend each meeting.
- 3.8 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.
- 3.9 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

- 3.10 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 constitutes a quorum.
- 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 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 that the Committee falls under.

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	Welcome and introduction	Chair	N/A
2	Apologies	All	
3	Declarations of Interest Members of the Committee are to declare any conflicts of interest or any interests in matters listed on the agenda.	All	
4	Confirmation of Minutes Confirmation of the previous minutes of the meeting.		
5	Matters arising from previous meeting Review of action progress from previous meeting.	All	
6	Reports/items for consideration Matters being presented for discussion in accordance with the terms of reference. <ul style="list-style-type: none"> • List • List 		
7	General business <ul style="list-style-type: none"> • List • List 	All	

Next meeting: 00 January, 00.00am to 00.00am

Appendix 2: Minutes Template

Minutes	
	
<p>[Name] Advisory Committee Minutes</p> <p>Date: 00/00/0000 Time: 00.00pm to 00.00pm Location: [include specific meeting room and address] Chairperson: Name</p>	
No.	Item description
1	Present
2	Apologies
3	<p>Interest disclosures</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"> • Name, Time left 00.00am/pm, Time returned 00.00am/pm • Name, Time left 00.00am/pm, Time returned 00.00am/pm • Name, Time left 00.00am/pm, Time returned 00.00am/pm
4	<p>Confirmation of minutes</p> <p>That the minutes of the meeting held on [date] of the [name] Advisory Committee be confirmed.</p>
5	<p>Matters arising from previous meeting</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"> • List • List <p>2. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> • List • List
6	<p>Items for consideration</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"> • List • List <p>4. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> • List <p>List</p>
7	<p>General business</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"> • List • List <p>6. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> • List <p>List</p>
<p>Next meeting: 00 January, 00.00am to 00.00am, Location</p>	

