



Major Arts Organisations Peer Review Panels Terms of Reference

2023



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Council Plan

Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the broader community.

Council Plan strategic directions guide our program priorities for the future.

- Vibrant: with a flourishing economy, where our community and local business thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs
- Inclusive: a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.

To this end Council is committed to Port Phillip being a place

- that supports our arts and creative people and economy and brings visitation to the City.
- that encourages the opportunities for diverse members of our community to participate in the creative life of the City.
- where arts, culture, learning and creative expression are part of everyday life.
- more accessible and welcoming for people of all ages, backgrounds and abilities.
- where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- which enables improved health and wellbeing outcomes for all members of our community by working to address inequities and valuing diversity.

Through Reference Committees and Panels, Council seeks to maximise community feedback in its decision-making process and to ensure that the diversity of our community's experience is represented in decision-making.

Introduction

The City of Port Phillip has two major arts and cultural organisation partnerships: Linden New Art and Gasworks Arts Park. The purpose of these partnerships is to grant funds and rental subsidy to the two organisations to enrich the lives and culture of local community members as well as the wider community through arts and related activities.

Two Major Arts Organisations Peer Review Panels (one per each funded organisation) comprised of industry professionals and Council officers seek to maximise the value of the partnerships to the local and broader community by ensuring diverse and comprehensive cultural programs.



Purpose

The Major Arts Organisations Peer Review Panels are consultative groups of industry professionals that support the delivery of City of Port Phillip's major arts organisation funding programs through advice and recommendations.

The Panels provide broad sector expertise and specialised knowledge in their practice area(s) to support the partnership between City of Port Phillip and the municipality's two major funded arts organisations by ensuring a high standard of audience engagement, artistic vibrancy and community outreach.

Objectives

Ensure maximum value is being delivered to the Port Phillip community via the provision of quality arts programs.

The Panels assess and provide advice to Council concerning the quality and ambition of creative programming presented (responding but not limited to broader contemporary art trends, community sensitivities, practitioner diversity, range of mediums, and presentation formats).

The Panels provide advice and recommendations to the funded organisations where applicable in relation to programming, community engagement, outreach and other areas as required.

Panel Structure

The Panels will each comprise an appropriate membership to facilitate its functioning and the achievement of its objectives. The composition of the Panels will be as follows:

The Panels will be chaired by a Council Officer.

Additionally, per Panel:

- A minimum of three, and no more than five, industry professionals appointed by Council who have met the selection criteria
- A minimum of one, and no more than two, City of Port Phillip staff nominated by management (in addition to Panel Chair)
- One senior staff member of organisation being peer reviewed (present for questions at the beginning of meeting only)

Council appreciates that Panels may evolve and adapt to remain functional and relevant.

During the life of the Panel, Council may choose to increase the membership of the Panel.

Selection and appointment

Community members of the Panels will be appointed by Council. Panel members will be appointed based on:



- Significant cultural and/or creative industry experience
- A commitment to consultative and collaborative process
- Capacity to provide meaningful advice to the funded organisation and to Council

Meetings

Panel members will be required to review supporting materials including, but not limited to, program brochures, strategic plans, annual reports and marketing strategies prior to each peer review meeting. Supporting materials will be circulated at least five working days prior to meetings.

The nominated Council officer(s) will be responsible for preparing agenda papers for meetings with the agreement of the Chair. Agendas will be circulated three working days prior to meetings. At all times, the nominated Council officer(s) remain under the direction of their General Manager.

The Panels will each meet once per year with an option for an additional meeting where required.

Conduct principles

Panel members are expected to:

- actively participate in Panel discussions and offer their opinions and views
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- attend each meeting
- avoid conflicts of interest and the releasing of confidential information

Panel member accountability:

- Have an active role in communicating community views to the Panel as appropriate
- Participate in discussions at scheduled meetings
- The Mayor is Council's primary media spokesperson and the Deputy Mayor is the back-up spokesperson. The CEO is Council spokesperson on Council matters. It is against Council policy for Panel members to speak directly with the media on Council issues unless this has been approved through Council's Media Advisor and endorsed by the Panel.

Panel operation

New Panel members will be briefed on the expected range of work to be undertaken, including discussion of how the Panel relates to the work of Council, the roles of all parties, and any relevant policy or legislative framework impacting on the work.



The Panel is to operate at all times in accordance with its Terms of Reference. The Panel has no delegated powers but may provide advice in line with the Terms of Reference. Neither the Panels, nor their members, may speak on behalf of Council.

Remuneration

Panel members will be paid an honorarium per review round.

Declaration of interests

If a member believes they have a conflict of interest in a matter before the Panel, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting.

A person will have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

Resourcing

City of Port Phillip officers nominated by management will chair and support the Panel. Other Port Phillip officers will attend the meetings to assist the Panel as required.

Feedback to Council

The business conducted at each meeting will be recorded in the minutes. Councillors and the Council's executive team will be provided with minutes when requested. Council may request a formal report from the Panel.