



Arts & Culture Advisory Committee

Terms of Reference

PURPOSE	The purpose of the Arts & Culture Advisory Council Committee is to provide advice, information and recommendations (where appropriate) to Council on matters in relation to arts and culture, supporting an inclusive, vibrant and sustainable creative community.
OBJECTIVES	<ul style="list-style-type: none"> • Provide advice to Council on opportunities to strengthen and promote an inclusive, vibrant and sustainable creative community within the City of Whitehorse. • Offer insights and perspectives on community needs, trends, and opportunities in the arts and cultural sectors for Council's consideration. • Advise on strategies, policies, and initiatives that could enhance access, participation, and engagement in arts and culture across the municipality. • Represent the diverse perspectives of Whitehorse's artists, community art groups, and residents to inform Council decision-making. • Suggest ways to encourage collaboration and partnerships between Council, community organisations, artists, and the cultural industries to support the local creative sector. • Provide advice and feedback on proposed acquisitions by purchase for the Whitehorse Art Collection.
AUTHORITY	The Committee operates in an advisory capacity only and has no delegated decision-making powers. Any recommendations made by the Committee will be submitted to the Council for consideration.
MEMBERSHIP	<p>The membership of the Council Committee will comprise of:</p> <ul style="list-style-type: none"> • 1 Councillor (to act as Chairperson) for a 1 year term • 1 Councillor (to act as Substitute) for a 1 year term • 7 members for a 3 year term.
ROLES	<p>The Committee will;</p> <ul style="list-style-type: none"> • Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making; • Provide advice on strategic and other planning work to help set short and longer-term direction and action; • Review and assess policies, projects or proposals as requested by the Council. <p>All Committee Members</p> <ul style="list-style-type: none"> • Act with integrity.

	<ul style="list-style-type: none"> • Impartially exercise their responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage. • Avoid conflicts between their Committee role and their personal and/ or professional interests and obligations. <p>No individual member, including the Chairperson, has authority to make decisions or act on behalf of the Committee or express unauthorised views in a public setting.</p> <p>Chairperson</p> <ul style="list-style-type: none"> • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council. <p>Substitute</p> <p>In the absence of the Chairperson, the Substitute Councillor will take up the role of Chairperson for that meeting.</p> <p>Support</p> <p>Council officer representatives provide administrative and technical support to the operation and facilitation of the Committee.</p> <p>Guest Council officers may be invited to present and/or participate in committee meetings depending on the agenda.</p>
RECRUITMENT	<p>A formal expression of interest and selection process is required.</p> <p>The outcome of a formal expression of interest process and assessment of applicants by officers will be presented to Council for determination.</p> <p>Applicants will be assessed based on the criteria set out in the Terms of Reference.</p> <p>Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria and provide a recommendation to Council on the appointments.</p>
MEMBERSHIP CRITERIA	<p>Membership criteria for the Arts & Culture Council Committee:</p> <ol style="list-style-type: none"> 1. Must live, work, study, or have a demonstrated connection to the City of Whitehorse. 2. Demonstrated knowledge, experience, or active involvement

	<p>in arts, culture, heritage, or creative industries (e.g. as an artist, curator, educator, arts worker, or volunteer).</p> <ol style="list-style-type: none"> 3. Membership should reflect the cultural, linguistic, generational, and artistic diversity of the Whitehorse community. 4. Commitment to engaging with the wider community and bringing forward diverse perspectives, not just personal interests. 5. Ability to contribute constructively in a group setting, work collaboratively, and provide objective advice to Council. 6. Willingness to attend regular meetings, participate in discussions, and contribute to committee work over the full term of appointment.
MEETINGS	<p>The Arts & Cultural Council Committee will meet a minimum of 2 times per year. Meeting duration is approximately 1.5 hours.</p> <p>Quorum</p> <p>A meeting can only take place with a minimum quorum consisting of:</p> <ul style="list-style-type: none"> • At least one (1) Councillor and • Four (4) Community Members, and one (1) Council Officer <p>If a quorum cannot be met then the meeting must be rescheduled for a more suitable time and day.</p>
REPORTING	<p>A Record of Informal Councillor Meeting form must be completed during the Committee meeting for inclusion in the next Council Meeting Agenda.</p> <p>Advisory Committees are required to report to Council periodically on its work, in order to ensure accountability for its conduct and should directly reflect the Terms of Reference and be in line with their stated objectives.</p>
REVIEW	<p>The Terms of Reference should be reviewed within 6 months of a Council election and thereafter every 2 years unless required sooner.</p>

Responsible Department	Creative Whitehorse
Reference	
Version	1.2
Status	<input type="checkbox"/> Draft <input checked="" type="checkbox"/> Adopted
Date Adopted	20 April 2026

Next Review	
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