

# Public Art Advisory Committee

## Terms of Reference

September 2018

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## **Introduction and Background**

The Community Strategic Plan 'One Community' identifies the long term priorities that we are healthy and active and our community is a great place to live.

The Delivery Program identifies the need to support the development of recreation and cultural opportunities, experiences, programs and events.

The Operational Plan further identifies the need to enhance a sense of place and identity for our community by ensuring a broad range of recreation and cultural services, events and programs are available through direct provision, support, partnerships and advocacy.

## **TERMS OF REFERENCE**

### **Purpose of the Public Arts Advisory Committee**

To provide expert cultural and artistic advice and guidance to Council and staff on planning public art and related matters.

### **Title and Delegations**

- The committee shall be referred to as the Public Art Advisory Committee.
- The committee shall function as a non-delegated advisory committee of Council.

### **Objectives**

To support the growth of a diverse and vibrant community life.

### **Membership of the Committee**

A quorum of the committee shall be 3 and members will have voting rights. The Chairperson has voting rights. Eurobodalla Shire Council staff do not have voting rights.

### **Tenure to the Committee**

- Representatives to participate on the Public Art Advisory Committee will be given formal notification by Council in writing.
- Community representatives, will be selected on a skills basis by Council - the tenure of the membership will be four years in line the Council elections.
- A member absent from three consecutive meetings without acceptable apology will be replaced.
- Representatives must be willing to abide by the terms of reference for the committee.

## **Composition**

- Up to four (4) community representatives.  
Community representatives are to be qualified and/or experienced in some area of the arts relevant to public art, and are to have their principal residence in the Eurobodalla Shire (selected by Council from nominations).
- One Councillor, plus one designated alternate (selected by Council).
- Director, Community, Arts and Recreation Services or nominee (non-voting).
- Director, Infrastructure Services or nominee (non-voting).
- Director, Planning and Sustainability Services or nominee (non-voting).

## **Recruitment process**

Council will advertise positions on the committee through media and corporate communication channels.

## **Delegations of Committee**

To advise Council.

## **Reporting Hierarchy**

Minutes of each meeting will be distributed to Councillors through the Councillor newsletter.

Recommendations and Council response will be communicated through the General Manager.

## **Contact Officer**

Contact officer for the committee is Coordinator, Creative Arts Development.

## **Responsibilities of Committee Members**

- To advise and make recommendations to Council on matters relating to public art.
- To give advice to the best of their knowledge and ability that will help achieve the objectives of the committee.
- Facilitate in a timely way any tasks allocated to and accepted by them.
- Behave in a manner that respects the interests and viewpoints of other members.
- To declare any potential or actual conflicts of interest on matters that are brought before the committee.
- All committee members will abide by the Council's Policy for Code of Meeting Practice and the Division of Local Government Model Code of Conduct for Local Councils in NSW.

## **Responsibilities of the Chairperson**

- To chair the meeting and exercise functions, as determined by the committee.
- To be the spokesperson for the committee, as directed by the committee.
- To advocate for the committee and represent its decisions.
- Extraordinary meetings may be called by the Chairperson.

## **Responsibilities of Council**

Council will provide secretarial support, including minute taking, and professional officer support, as appropriate.

Matters concerning Council activities that may be considered public art will be referred to the committee for its consideration.

The ongoing role of the committee will be reviewed annually. Relevant matters will be referred to the committee for consideration. Committee recommendations will be referred to Council for action.

Council at its discretion may review the role or structure of the committee.

## **General meetings**

- The Chairperson will be a Councillor elected by Council. The alternate Councillor or a staff representative, nominated by the committee at the meeting, will Chair in the event of the Chairperson being absent.
- The committee is to meet a minimum 4 times per annum.
- Replacement of members between terms will be via the recruitment process outlined on page 2 of this document.
- Other interested individuals may be invited to attend meetings as observers, or be invited to present to the meeting, however they will only be recognised by consent of the Chairperson.
- The Chairperson of the committee will be able to call Extraordinary meetings of the committee as necessary for the effective conduct of the committee and establish limited working parties as required.
- A quorum of the committee shall be a total of three members (committee members or councillors) with voting rights.
- Pursuant to Section 10(2) of the Local Government Act 1993, the Chairperson of the committee can exercise the power of expulsion of persons not recognised as being entitled to be present at a meeting of the Committee.

### **Distribution of Information**

Recommendations of the committee are to be reported to Council and minutes distributed to Councillors through the Councillor newsletter.

Media releases are approved by the Chairperson of the committee and distributed by Council according to Council's Media Policy.

The Chairperson is the spokesperson for the committee.

Individual committee members may not issue a media release on behalf of the committee.

### **Variation to the Terms of Reference**

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee.

## **APPENDIX 1 - WEBSITES**

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

Eurobodalla Shire Council's Code of Meeting Practice

<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Division of Local Government Model Code of Conduct for Local Councils in NSW

<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Strategies

<http://www.esc.nsw.gov.au/inside-council/community-and-future-planning/strategies>