



Terms of Reference

HORSHAM PUBLIC ART ADVISORY COMMITTEE

1. INTRODUCTION

Horsham Rural City Council has established the Horsham Public Art Advisory Committee comprising representatives from Council, artists, community art organisations and the community to support the delivery of public art in Horsham.

2. PRINCIPLES

Underlying Principles

The Horsham Public Art Advisory Committee will act as the principle advisory body to Horsham Rural City Council on public art.

Operating Principles

The Horsham Public Art Advisory Committee will:

- review proposals/concepts of public art
- advise Council on public artwork to be commissioned, removed, relocated and de-accessioned.

3. AIM

To advise Horsham Rural City Council on strategic policy issues and support the delivery of public art with the current priorities of both the community and Council.

4. OBJECTIVES

- Review proposal and concepts of public art
- Advise Council on the commissioning of public art works
- Advise council on the removal, relocation and de-accessioning of public art
- Advise Council on public art needs and trends
- Encourage and increase the community's understanding of the role public art plays
- Provide expert input into the development of Council's Public Art program

5. OPERATIONS

The Horsham Public Art Advisory Committee will be a community based advisory committee appointed by Council. The Committee does not have the power to commit Council to any decision or action, or to direct council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee.

Membership

Committee membership shall consist of a maximum of eight people, being single representatives unless identified otherwise, from the following groups:

- Councillor, Horsham Rural City Council
- Artist
- Representative of a community art organisation
- Community Members

Ex Officio attendees

- Cultural Development Officer
- Community Development Manager
- Director Technical Services (or delegate)

Selection

Representatives of the Committee will be selected through an application process, advertised in accordance with Council's engagement principles, and in local newspapers and on Council's website.

Applications should include details of community involvement, previous experience of Committee membership, relevant skills and reasons for nominating for the Committee.

If the number of applications does not exceed the number of vacancies, the Council's Delegated Officer (Director Corporate Services) will approve nominations. In the event of more than the required number of applicants for the available positions, nominations will be forwarded to Council for determination.

Alternative Representatives

As required, an alternative representative may attend meetings on behalf of the named user groups/members. Alternative representatives are entitled to vote if the named representative is not present at the meeting.

Specialist advice

Individuals and groups may be invited to attend Committee meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

Council Officers

Council Officers, Cultural Development Officer, Community Development Manager and Director Technical Services (or delegates) will attend all meetings. Council Officers are not members of the Advisory Committee and are not eligible to vote.

Term of Office

Membership shall generally be for a term of two years. Members may apply for re-nomination to the Committee for a second term. Maximum membership will be two terms.

Resignations

Committee members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.

If a vacancy occurs within two months of the end of the term of the Committee, the vacancy will not be filled. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 3.

Meeting procedure

At the beginning of each calendar year, the Committee will agree on a regular schedule of meetings.

Meetings will generally be held six times each year.

Additional special meetings may be called as required. Committee members must be provided with seven days' written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

Electronic Meetings

Meetings of the Committee may be held through the use of a conference telephone or similar communications equipment provided that all members participating in the meeting can communicate with each other. Participation in a meeting in this way constitutes attendance at the meeting.

Attendance at meetings

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the minutes.

If a member of the Committee misses three consecutive meetings without explanation the Chairperson or nominee, will contact the member to determine if they wish to continue their participation on the Committee.

If a member resigns from the Committee, their position will be filled by a representative from the same sector or group.

Quorum and Decision Making

The quorum is a minimum of four Committee members.

No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the Committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Deputy Chairperson shall have a second or casting vote.

6. ROLES AND RESPONSIBILITIES

Council will:

- Document minutes of each scheduled meeting and distribute
- Ensure Council officers or delegates are present at all Committee meetings, wherever possible
- Report details of public art commissions, removal, relocation and de-accessioning to the Committee
- Notify the Committee of approved Committee membership
- Provide regular reports to Council regarding Committee recommendations
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee
- Respond to requests/letters from the Committee as per Council's Customer Services Charter
- Every four years or earlier if required, review the function and purpose of the Committee and determine if the Committee should continue

The Committee will:

- Appoint a Chair and Deputy Chairperson
- Recommend a schedule of meetings and notify the Council representative
- Distribute information of relevance from the Committee to the member organisations

- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes
- Actively participate in activities that support the achievement of the purpose and responsibilities of the Committee.

Councillor report

The Responsible Councillor may choose to give a verbal report of the key issues at this meeting.

Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

Conflicts of Interest

In accord with the requirements of the *Local Government Act, 1989* members must comply with these provisions including declaration of conflicts of interest.

Reporting

The Advisory Committee shall:

- provide to Council a copy of its meeting minutes.
- provide reports to Council on its recommendations as required

Media

The Chairperson is authorised to speak to the media with the approval of the Manager Community Development.

In the absence of the Chairperson, the Manager Community Development or approved delegate is empowered to be spokesperson for the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Manager Community Development, or nominee.

Chairperson

All members of the Horsham Public Art Advisory Committee are eligible to be elected to the position of Chairperson.

Review

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required. The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The Committee’s achievements
- The purpose and responsibilities of the Committee
- Composition of the Committee
- Whether there is a demonstrated need for the Advisory Committee to continue
- Any other relevant matter

Cessation

An Advisory Committee ceases to exist at the conclusion of the period specified in the Terms of Reference, unless Council resolves that it continue.

Council may also disband a Committee at any time, following a review of its operation or if Council Policy or strategic direction alters significantly.

7. RESPONSIBILITY

Responsible Officer: Manager Community Development

8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	19 March 2018	Council	• New Terms of Reference