

Arts Advisory Group Terms of Reference

September 2021

1 NAME

The name of the group is the Arts Advisory Group (AAG).

2 AIMS AND OBJECTIVES

The strategic focus for the Arts Advisory Group is aligned to the City's Cultural Plan.

The purpose of the Arts Advisory Group (AAG) is to:

- 2.1 Provide advice on matters relating to the review, development and implementation of arts focused actions in the Cultural Plan and associated plans and policies.
- 2.2 Assist in the creation of opportunities for a diverse range of arts outcomes including those involving public art, the City's art collection and other initiatives facilitating creative expression and artistic experiences in the City
- 2.3 Provide advice and recommendations on acquisitions, decommissions/disposals and artwork concept designs that result from either Policy P101 Public Art and Art Collections, or Policy P316 Developer Contribution for Public Art and Public Art Spaces.
- 2.4 Provide recommendations to Council on City initiated public art projects resulting from P101 which are procured through a tender and are over \$150,000 in value.

3 MEMBERSHIP

3.1 Membership of the AAG is as follows:

- Elected Member - A minimum of two (2) and maximum of three (3) elected members, with the representatives appointed by Council
- Industry – A minimum of two (2) and a maximum of four (4) Industry Representatives, to be sourced by 'Expressions of Interest' or another formal process if necessary, and selected members will be appointed by the CEO. Industry Representatives are expected

to have demonstrated experience and expertise relevant to public art, and the arts and cultural sector.

- 3.2 As this is a City of South Perth group, prospective industry representatives will be required to complete a membership application form, which will be assessed by the City and must be formally approved/endorsed by the City's CEO. Approved representatives will subsequently be invited to attend the first meeting of the group following the local government elections.
- 3.3 The City will provide admin and coordination support to the Group, as follows:
 - A minimum of two (2) officer representatives from the City of South Perth will facilitate, observe and document proceedings and provide relevant advice as required. These administrative roles are performed by the City's Arts Officer, with support from the Cultural Development Coordinator
 - A minimum of one (1) member of the City of South Perth executive team. Directors with a vested interest in the City's public art projects include the Director Development & Community Services, and the Director of Infrastructure Services. Attendance will be rotated between these directors, who will observe proceedings and provide advice as required.
- 3.4 AAG will from time to time seek advice from other individuals depending on their area of expertise who will assist in the implementation of the City's Cultural Plan. This will be through invitation only for relevant individuals to attend specific meetings.
- 3.5 If any member is absent for three consecutive meetings without leave of absence the City may appoint a replacement representative.
- 3.6 The term of membership is for a period of two years and will align with the local government election cycle (i.e. membership will expire at the next local government election).
- 3.7 Upon the expiry of a member's term, the resignation of a member, or another circumstance resulting in a membership vacancy, the City will initiate the process of seeking a new member/s through the appropriate means and make appointment.
- 3.8 Upon the expiry of their term, members may nominate for a further term and renewal of their membership will be considered for approval by the City's CEO.
- 3.9 The CEO reserves the right to terminate the group membership of any representative for non-compliance to the City's Code of Conduct.

4. ELECTION OF OFFICE BEARERS **Chairperson and Vice Chairperson**

- 4.1 The role of Chairperson shall be undertaken by a member from AAG. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 4.2 The role of Vice Chairperson shall be undertaken by a member from AAG. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 4.3 In the event that the Chairperson is absent, the Vice Chairperson shall facilitate the meeting.
- 4.4 In the event that the Chairperson and Vice Chairperson are absent, one of the members from AAG present at the meeting shall be appointed to facilitate the meeting.

5. MEETINGS

- 5.1 A quorum for any meeting of the AAG shall be no less than one (1) Elected Member and one (1) Industry Representatives. A minimum of three (3) voting members in attendance at any meeting.
- 5.2 AAG shall convene quarterly unless otherwise required, in a calendar year.
- 5.3 The Chairperson shall conduct the meeting in accordance with accepted meeting procedures.
- 5.4 The City's staff will be responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members. The notes may be used as the basis for further action by the City on an item (verbatim minutes of discussion will not be taken).

6. OPERATING PROCEDURES

- 6.1 When voting on general matters, all members shall have one vote; simple majority will prevail. Where votes are even, the Chair will cast the deciding vote.
- 6.2 The AAG may nominate one or more delegates from amongst its voting members to sit on selection panels for City public art commissions, in accordance with the City's policies and procedures.

- 6.3 Advice provided by the AAG is to relate to the items covered under its Terms of Reference.
- 6.4 Members of the AAG are required to adhere to the City's Code of Conduct. Particular attention shall be paid by group members to conflict of interest requirements, whereby members are required to disclose any interest (financial or non-financial) prior to discussing a matter in which they have an interest.
- 6.5 Members are not authorised to speak on behalf of the City and shall not provide comment to any external party (including but not limited to the media, members of the public etc.) without the written approval of the City.
- 6.6 The AAG has no delegated power and has no authority to implement its recommendations.

7. MANAGEMENT

- 7.1 Meetings of the AAG must comply with the City's Policy P112 Community Advisory Groups, and Management Practice MP112 Community Advisory Groups.
- 7.2 Any non-compliance and/or misconduct will be addressed as appropriate, in accordance with City policies and management practices.
- 7.3 All discussion items at meetings are to be considered confidential. Any declarations of interest should be acknowledged before each meeting. A form is attached to this Terms of Reference and will be initiated as an agenda item in all agendas.
- 7.4 The CEO will periodically review membership, terms of reference and report to Council on the activities and achievements of the AAG.
- 7.5 The City shall arrange all insurances affecting the AAG in discharging the normal course of its duties and for any associated public liability.

8. ALTERATIONS

- 8.1 The City reserves the right to alter the Terms of Reference if required, subject to CEO approval.