

PUBLIC ART ADVISORY COMMITTEE

TERMS OF REFERENCE MARCH 2017

1. Purpose

The Public Art Advisory Committee (PAAC) will provide advice to assist Hepburn Shire Council make decisions about public art projects and acquisitions.

2. The Panel

2.1. Role and Responsibilities

2.1.1. The Committee will be conversant with Hepburn Shire Council's Public Art Policy 40 (C) in order to advise Hepburn Shire Council on selection of public art based on the following criteria, as set out in the policy:

- Quality of the artwork and artist
- Durability of work
- Safety and suitability
- Relevance to Hepburn Shire
- Artwork materiality

2.1.2. The Committee will act as advocates/voices in the community about public art and assist to keep the community informed about proposed public art projects.

2.2. Conflict of Interest

2.2.1. Committee members will disclose to Council officers any conflicts of interest, either direct or indirect, that relates to a Public Art Advisory Committee meeting agenda item. The onus to determine whether a conflict of interest exists rests entirely with the individual Committee member. Once a conflict of interest is identified, the Committee member must take the following steps:

1. Tell the Committee you have a conflict of interest.
2. Tell the chair you are leaving the meeting.
3. Leave the room until the matter has concluded.

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2.3. Selection criteria and Committee appointments

2.3.1. The Public Art Advisory Committee will be selected based on the following criteria:

- Professional and/or community art expertise;
- Knowledge of contemporary public art applications and issues;
- Experience in art, art curatorship, art policy, architecture and/or design;
- Proven ability to work cooperatively in advisory groups or selection panels.

2.3.2. The selection of the Committee will be determined by Council. Selection will be based on relevant expertise as described in the selection criteria; geographic representation across the Shire; and diversity of culture, gender and age.

2.3.3. Public Art Advisory Committee positions will be publicly advertised and appointed through applications to Council.

2.3.4. The Committee will consist of up to 10 members (in addition to a Hepburn Shire Councillor). Additional short-term members may be selected from communities or groups involved with a special project, or to provide special expertise for a project where required. The committee will operate with a minimum of 4 members.

2.3.5. The Hepburn Shire Councillor's role on the Committee is an ex officio member of the committee as a non-voting member.

2.3.6. Non-Hepburn Shire residents who demonstrate exceptional skills in the area of public art may be appointed to the Committee.

2.3.7. Other members may be sought where particular skills are required or as new partnership opportunities are identified. This may be for a short or long-term period depending upon the requirements of the project.

2.3.8. Term of Members: In order to achieve an orderly rotation of members and continuity of membership the term of members shall be either 4 years or 3 years. The panel will continue to operate with a minimum of four members.

Previous and existing members are eligible to re-apply.

2.4. Non-panel participants

2.4.1. Relevant Council officers such as engineers, planning, heritage, arts and tourism will be co-opted as required, but without voting rights.

3. Hepburn Shire Council

3.1. Role and Responsibilities

- 3.1.1. Council will have overall accountability for the development and implementation of public art in the Shire while recognising that the advice, liaison, discussion and involvement of the Public Art Advisory Committee are essential.
- 3.1.2. Council will make officers available to provide advice to the Public Art Advisory Committee on proposed public art projects where required.
- 3.1.3. Council Officers are responsible for calling meetings, circulating minutes and written material for the Public Art Advisory Committee.

4 Administration and Co-ordination

4.1 Administration

- 4.1.1. A Hepburn Shire Councillor will Chair the Public Art Advisory Committee. The Councillor will be appointed by Council. The Councillors role is to Chair the discussion. Should a Councillor not be in attendance, a Chair will be elected by the Committee.
- 4.1.2. The Public Art Advisory Committee will be administered and supported by Hepburn Shire Council. Council will be responsible for calling meetings, circulating minutes and written material as required.
- 4.1.3. Meetings of the Public Art Advisory Committee will be held as needed.
- 4.1.4. This document will be reviewed after the first year to determine whether the Terms of Reference remain current and relevant.
- 4.1.5. Hepburn Shire Council will be responsible for determining if the Public Art Advisory Committee is no longer required.

4.2 Co-operation

- 4.2.1. All individuals involved in the Public Art Advisory Committee will be required to work in a co- operative and positive manner.
- 4.2.2. Adhering to the principle of clear and open communication is considered essential to the operation of the Public Art Advisory Committee and for the continued development of public art projects in the Shire.
- 4.2.3. Where disputes between members arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner.
- 4.2.4. Where there is difficulty in resolving disputes, an independent mediator may be engaged to assist in finding resolution.

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