

Scenic Rim Arts Reference Group. Terms of Reference



TERMS OF REFERENCE

1. Objectives of the Arts Reference Group

- The Arts Reference Group will support council in promoting the arts as a tool for cultural expression and development and encouraging cultural engagement and participation to build community capacity. ARG will work in conjunction with the Scenic Rim Regional Councils Arts and Cultural Policy to realise three main goals.
 - Build community capacity through arts and culture;
 - Enable the region to appreciate, realise and articulate its heritage and identity
 - Promote and generate creative excellence.
- To assist Council to meet the policy objectives of its
- Public Art and Collections Guidelines
- RADF Guidelines
- To foster community engagement with the arts as an essential component of a healthy and vibrant community and to be an advocate for the importance of arts as a vital component of community development.
- To encourage a community driven sense of ownership.
- To develop a community network of cultural, business, professional and educational representatives with an interest in and support of arts and culture programs.

2. Functions and Powers

The ARG will provide feedback /input and make recommendations to Council in regards to:

Public Art

- Matters relating to Public Art and Collections policy and projects.
- The selection and commissioning of new works and the de-accession of existing works.
- Proposed public art projects to be included in private and / or commercial developments.
- Proposed public artwork gifts, bequests and donations to the region, in accordance with the Public Art Policy. Ensuring that established Council procedures, policies and guidelines are adhered to in nominating, assessing and selecting public art projects.
- Communication and outreach to the community regarding Council's public art program.
- Community suggestions for public art projects
- The development of private sector public art projects and public/private partnerships for public art projects.

Regional Arts Development Fund

- The review and assessment of RADF applications across two funding rounds per year.
- The promotion of the arts as a tool for cultural expression, development, engagement and participation to build community capacity.
- The promotion of creative excellence across the region.

3. Arts Reference Group Structure

The composition of the Arts Reference Group is to include:

- One elected representative of Council as nominated by Mayor to be appointed as the Chair
- Council's Cultural Services Coordinator (Non-voting position)
- Public Art and RADF Officer (Non-voting position)

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And 6 -10 members with experience in the following fields

- Education and Arts
- Tourism
- Arts Industry
- Health and Well Being
- Indigenous Community
- Youth
- Heritage
- Landscape or architectural design

Scenic Rim Regional Council Staff members on an 'as needs basis' to provide input on community planning, town planning, engineering, open space planning, tourism or marketing aspects.

Co-opted Members

Cultural Services may invite suitably skilled persons to join the ARG in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members are not entitled to vote.

4. Membership to the Arts Reference Group

Council will make appointments to the Arts Reference Group on the basis of the applicants experience including:

- Expertise in relevant fields
- An appreciation and understanding of art in the public domain.
- Experience in working with community and community groups.
- Experience in sponsorship or sourcing of funding.
- Commitment to OH&S, risk management, indigenous protocols, environmental protection and ethical principles.

5. Principal Responsibilities of Arts Reference Group Members

- To contribute to ARG meetings.
- Work with Scenic Rim Regional Council staff to implement arts projects to the highest possible standard.
- All group members will be required to abide by Council's adopted ARG Code of Conduct at all times.
- Be familiar with the Scenic Rim Regional Councils policies including:
 - Arts and Culture Policy
 - Public Art Management Plan.
 - Collection Management Policy
 - Public Art and Collections Guidelines
 - RADF Guidelines
- The ARG will assess applications or proposals for the development or acquisition of Public Art or artwork for collection. The ARG will assess each application for the creation or acquisition of Public Art in accordance with the Scenic Rim Public Art and Collections Policy and against the criteria outlined in the Scenic Rim Public Art and Collections Guidelines. Each submission will complete the Scenic Rim Regional Council Public Art Management Plan and associated Checklists.
- Artworks and items given to or offered for acquisition to council should be referred to Cultural Services and ARG for inclusion in the Scenic Rim Regional Councils Public Art Collection
- The ARG will assess works recommended for de-accession against criteria set out in the de-accession checklist.
- Provision of aesthetic and practical advice on the proposed artists concept proposals through the process

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- The final artwork concept proposal should meet the agreed criteria set out in the artist's brief, as well as conforming to public safety and public decency standards
- The ARG will make recommendations on RADF at both the Snapshot and Full Application Stages.
- The ARG will have no power to spend Council funds or make decisions on behalf of Council

6. Terms of Office

- To allow for retention of understanding of the role of the committee and the history of the decision-making of the committee, the term of appointment of one half of the committee positions will expire in one year and the other half the following year.
- When vacancies arise, Expressions of Interest will be advertised and new members will be invited to apply.
- The appointment of ARG members is by recommendation from Coordinator of Cultural Services to the Director of Regional Services; the appointment of a new member is ratified by the Chief Executive Officer.
- The Councillor Representative is appointed by Council.
- In the event of a member resigning during their term, a new member will be appointed by a decision of Council based on the recommendation from the Director of Regional Services.

7. Meetings

- The ARG will meet at least four a year at such place and time as notified by Council.
- Council may call an extraordinary meeting of the ARG with at least fourteen days written notice to members
- A quorum of a meeting of the ARG will be five permanent members.
- No business of the ARG will be considered unless a quorum is present. If within half an hour from the time of the appointed for the meeting a quorum is not present, the meeting will be dissolved.
- Questions arising at any meeting of the ARG will be decided by a simple majority of the votes of the members. If there are equal votes, the chairperson of the meeting will have the casting vote.
- The chairperson will preside as chairperson at every meeting of the ARG.
- If the chairperson is not present within ten minutes after the time appointed for the meeting, the members may choose one of their numbers to be a chairperson for the purpose of the meeting.
- A member who has an actual conflict of interest in a matter being considered at a meeting of the ARG must disclose the existence and nature of the interest. A member having disclosed a conflict of interest must not be present at the meeting when the matter is being considered, discussed or voted on.
- A member who has a perceived conflict of interest in a matter being considered at a meeting of the ARG must disclose the existence and nature of the interest if the member could be influenced, or a reasonable person would perceive that the member could be influenced, by the perceived conflict of interest. A member having disclosed a perceived conflict of interest must not be present at the meeting when the matter is being considered, discussed or voted on.
- Prior to each meeting, Committee members will be issued with an agenda and all relevant background material including a summary of applications (RADF or Public Art).
- The Cultural Projects Officer will provide administration support to the ARG. The Public Art Officer will prepare the Agenda, Progress Reports and Action lists of the Group's meetings formatted in accordance with Council's templates. The Public Art Officer will help facilitate the selection of artists, provide support to the ARG and liaise with all relevant departments of the Council.

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- The minutes will include (without limitation) the following:
 - Attendance
 - Apologies
 - Declarations of interest
 - Delegations of authority
 - A record of all recommendations made by the ARG
- Agenda items can be provided by any member to the Cultural Projects Officer not less than 5 business days before the scheduled meeting. The Agenda will be provided to members not less than 2 business days before a scheduled meeting. Minutes will generally be circulated within 7 days following a meeting.
- The minutes will be distributed to all members and registered in Council's records management system

8. Reporting

- The recommendations of the ARG will be reported to Council and the relevant decisions of Council will in turn be reported to members of the ARG.
- The ARG is not a formal standing Committee of Council, but rather a sub-committee that has been established by Council.
- Recommendations made by the ARG will inform the decisions made by Council for Public Art and RADF.

9. Public Relations and Dealing with the Media

- Scenic Rim Regional Council will be the official spokesperson for the ARG
- All official public relations matters and media enquiries should be referred to Council's Communications department.
- The ARG are not authorised to comment on any project in any official capacity unless approved by SRRC.