



**SCENIC RIM REGIONAL COUNCIL**  
**ARTS REFERENCE GROUP**  
**TERMS OF REFERENCE**

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# 1. Objectives

The Scenic Rim Arts Reference Group (ARG) will support Scenic Rim Regional Council (Council) to:

- promote the arts as a tool for cultural expression and development and build community engagement;
- work in conjunction with the Council's Public Art and Collection Policy and Procedure 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;
- assist Council to meet the objectives of its' Public Art and Collection Policy and Procedure;
- assist Council to promote and deliver Regional Arts Development Fund (RADF) projects;
- 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;
- encourage a community driven sense of ownership; and
- develop a community network of cultural, business, professional and educational representatives with an interest in, and support of, arts and culture programs.

# 2. Functions

The ARG has no power to spend Council funds or make decisions on behalf of Council. The role of the ARG is to review Public Art and RADF grant projects and to provide considerations for Council in regards to:

## Public Art

- matters relating to Public Art and Collections Policy, procedures and projects;
- the selection and commissioning of new works and the de-accessioning 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 and Collections Policy.
- ensuring that established Council procedures, policies and guidelines are adhered to in nominating, assessing and selecting public art projects;
- operate in accordance with Arts Queensland RADF Guidelines;
- 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

- review and assessment of RADF applications;
- 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. Structure and Membership

### 3.1 Structure

The composition of the ARG is to include:

- one Councillor appointed by Council, as Chair (non-voting);
- Council Principal Specialist Cultural Services (non-voting);
- Council Cultural Projects Officer: Public Art, RADF and Heritage (non-voting);
- seven community and business members with knowledge and experience in the following fields:
  - arts and culture
  - heritage
  - education
  - First Nations
  - youth
  - landscape and/or architectural design

In addition, the following people may also be invited to attend on an 'as needs' basis and will not be entitled to vote:

- Council officers to provide input on community planning, town planning, engineering, open space planning, tourism or marketing aspects;
- Suitably skilled persons in an advisory capacity such as Arts Queensland, RADF or Regional Arts Network representatives.

### 3.2 Membership

Scenic Rim Regional Council appoints members of the Scenic Rim Arts Reference Group according to the Terms of Office, below. Members are appointed for the purpose of ensuring that the ARG is able to meet its functions and on the basis of the applicant's 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 risk management, Indigenous protocols, environmental protection and ethical principles.

## 3.3 Role of Members

To enable the ARG to carry out its functions, each member is required to:

- regularly attend ARG meetings;
- work collaboratively with Council to implement arts projects to the highest possible standard;
- abide by Council's ARG Code of Conduct at all times as outlined in the ARG Membership Information;
- be familiar with Council's policies, plans and strategies including the Public Art and Collection Policy and Procedures;
- be familiar with Arts Queensland RADF Guidelines;
- provide aesthetic and practical advice on proposals through the process;
- refer artworks and items given to or offered for acquisition to Council to Cultural Services and ARG for inclusion in Council's Public Art Collection.

## 3.4 Terms of Office

The Term of Office for ARG members is three years.

Every three years, Expressions of Interest inviting new members to apply will be advertised in local media and on Council's website. Existing members are welcome to re-apply.

A register of interested applicants will be kept to fill vacancies that arise within the three year period.

The appointment of ARG members is by recommendation from the Principal Specialist Cultural Services to the General Manager, Customer and Regional Prosperity for approval by the Chief Executive Officer.

The Councillor representative is appointed by Council annually.

# 4. Conduct of Business

## 4.1 Meetings

The ARG will meet at least two times a year at such place and time as notified by Council, and meetings will be carried out in the following way:

- RADF applications and Public Art applications sought through an expression of interest will be assessed by the ARG through the SmartyGrants program.
- The Chair 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.
- Questions arising at any meeting of the ARG will be decided by a simple majority of the votes of the members.
- A Cultural Services Officer will provide secretariat support to the ARG. The Officer will arrange meetings, venues, agendas, record keeping and attend to recorded actions. The Officer will

help facilitate the selection of artists, provide support to the ARG and liaise with all relevant business units of the Council.

- Meetings and Minutes:
  - Two meetings will be held per year following the closure of the Big Ideas Community grant round (1 grant round per year).
  - Council may call an extraordinary meeting of the ARG with at least 14 days' written notice to members.
  - Members must forward agenda items to the secretariat no less than five working days prior to a scheduled meeting.
  - Agendas and supporting papers for each meeting will be circulated to members in advance, one week prior to the scheduled meetings, but no later than 48 hours prior.
  - The minutes/actions of each meeting will be prepared by the Secretariat in consultation with the Chair. The minutes will include (without limitation) the following:
    - a) attendance;
    - b) apologies;
    - c) declarations of interest or state 'no declarations of interest were reported';
    - d) delegations of authority;
    - e) a record of all recommendations made by the ARG.
  - Once approved by the Chair, full copies of the minutes/actions, including attachments, will be distributed to all members no later than 20 working days following each meeting.
  - Minutes of each meeting will be reported to the next practical meeting of the ARG together with any recommendations.

## 4.2 Decisions outside a meeting

The Arts Reference Group can make decisions without holding a formal meeting through a 'VOC' (a vote outside committee). This may be necessary when a quick response is required. The requirements for a VOC are:

- a memorandum and motion will be emailed to all members with a due date to respond;
- members must vote on the motion by returning their response by email by the due date;
- the motion will be decided by a majority vote or, if not all replies are received, by a quorum; and
- the ARG is notified of the result.

## 4.3 Quorum

A quorum of a meeting of the ARG will be half of the members plus one. No business of the ARG will be considered unless a quorum is present. If within half an hour from the time of the meeting start time, a quorum is not present, the meeting will be dissolved.

## 4.4 Conflict of Interest

A conflict of interest is a conflict between a personal interest and the public interest that might lead to a decision that is contrary to the public interest. This can occur when a person has a personal interest in the subject of a decision and that person has decision-making responsibilities in relation to it.

A conflict of interest can be:

- an actual conflict of interest (where there is an actual conflict of interest in the matter); or
- a perceived conflict of interest (where a person could reasonably be taken to have a conflict of interest in the matter).

Real or perceived conflicts of interest can arise in circumstances where a member of the ARG has a personal interest or affiliation with a community group, sporting club, religious organisation, educational institution or similar organisation that will benefit from a decision by the ARG. For example, a perceived conflict of interest might exist where a member of the ARG was related to or close friends with the president of the community group applying for the grant.

Conflicts of interest must be managed to avoid any perception of favouritism or bias, and decisions of the ARG must be made openly and transparently and always in the community's best interests.

A member must deal with the real or perceived conflict of interest in a transparent and accountable way by: refraining from discussions; leaving the meeting room during voting; and will not be entitled to vote. In addition, where a real or perceived conflict of interest occurs at a meeting, the following will be recorded in the minutes of that meeting:

- The name of the person who has the real or perceived conflict of interest.
- The nature of the personal interest as described by the person.
- How the person dealt with the real or perceived conflict of interest.
- If the person voted on the matter—how the person voted on the matter.
- How the majority of persons who were entitled to vote at the meeting voted on the matter.

## 4.5 Reporting

The recommendations of the ARG will be reported to Council through reporting from Cultural Services and the relevant decisions of Council will in turn be reported to members of the ARG.

## 5. Public Relations and Dealing with Media

Council will be the official spokesperson for the ARG. All official public relations matters and media enquiries should be referred to Council's Communications business unit.

The ARG are not authorised to comment on any project in any official capacity unless approved by Council.

## 6. Review

The Terms of Reference were updated in February 2023 and will be reviewed every two years, if required, or as often as necessary.