



## **TERMS OF REFERENCE PUBLIC ART COMMITTEE**

---

### **TERMS OF REFERENCE AND OPERATING GUIDELINES 2021 - 2023**

#### **NAME**

Public Art Committee

#### **CATEGORY**

Advisory Committee

#### **PURPOSE**

To clearly establish the role and function of the Public Art Committee.

The Public Art Committee is to support Council to achieve the strategic objectives as outlined in the Devonport City Council's Strategic Plan.

The Committee is to provide advice to Council on the planning, development promotion and accessibility of public art, as an integral part of Devonport's cultural life.

#### **FUNCTION**

The Advisory Committee will:

- Support Council staff achieve the objectives of the Devonport City Council Strategic and Annual plans
- Provide advice to Council on matters related to public art
- Undertake roles and actions as informed by the Public Art Policy
- Provide advice on public art related policy development
- Act as ambassadors for Devonport's cultural strategies, actively advocating on behalf of and promoting the City's initiatives
- Support efforts to attract funding and other resources in accordance with identified needs and strategic direction

#### **MEMBERSHIP**

The Public Art Committee will be representative of stakeholders and include up to:

- Two (2) Councillors
- Convention and Arts Centre Director (or Nominee)
- Six (6) members as recognised of the arts/design sector by peers, and/or community members able to demonstrate a strong interest in public art/design and/or community development

Ex-Officio

- Staff of the Devonport Regional Gallery

Members will be required to demonstrate suitable experience and will ideally include individuals with skills or interest in public art, design, community development, tourism, and economic development within the Devonport municipal area.

Members will be appointed by the Council following a formal expression of interest process for a two-year period.

A Councillor will be elected chair of the Committee.

Failure to attend three (3) consecutive meetings without prior apology will result in termination of membership.

Should a vacancy occur, the Council will consider appointing a new member.

The role, functions and membership of the Committee will be biennially reviewed by Council.

### **WORKING WITH CHILDREN (if relevant)**

All Committee members are to have a valid registration to work with children to comply with the Registration for Working with Vulnerable People Act 2013.

### **MEETING FREQUENCY AND MEETING PLACE**

The Public Art Committee will generally meet bi-monthly. Meetings will generally be during business hours due the requirement for staff attendance, at the paranapple centre, Devonport, unless otherwise determined by the Committee.

The Committee chair shall preside at each meeting and in their absence those members present shall choose an alternate chair.

The Committee may regulate its own proceedings.

The minutes will include the following:

- Attendance
- Apologies
- Declarations of interest
- A record of all actions and recommendations made by Committee

The minutes will be distributed to all members

### **REPORTING REQUIREMENTS TO COUNCIL**

Minutes and/or action list of the Public Art Committee meetings will be reported to Council.

### **DELEGATIONS**

Committee Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they act within the scope of their duties as a member of the Advisory Committee.

Community members not associated with an organisation/corporate entity are classified by Council as a volunteer and will be required to comply with Council's Volunteer Policy and Procedures when attending meetings or delivering agreed actions.

As a volunteer, individuals will be automatically covered under Council's Public Liability and indemnity policies, providing they are attending meetings or delivering agreed actions.

Committee members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.

Committee members must have the appropriate skills and time to fulfil their role.

### **RESPONSIBILITY**

#### **Responsible Manager**

Conference and Arts Centre Director

#### **Document Controller**

Administration Officer, paranapple arts centre

### **AUTHORISATION**

## **Adoption of Terms of Reference**

27 September 2021

## **Review of Terms of Reference**

2023

## **DEFINITIONS**

To assist in the interpretation the following definitions shall apply:

**“Committee”** shall mean Public Art Committee

**“Council”** shall mean Devonport City Council