

Terms of Reference



Public Art Reference Group 2024

Responsible director:

Director Strategy, Prosperity, and Engagement

Responsible officer:

Community Development Officer

Functional area:

Strategic Planning and Prosperity

Approved by:

Justine Kingan, Director, SPE.

Background

Council endorsed the revised Arts and Culture Policy 2020-24 and the new Public Art Guidelines in October 2023. The Public Art Guidelines outline a how the council will better enable the design delivery of public art in the shire. This document outlines how the process of how public art is delivered and funded, particularly in relation to the councils' Arts and Culture Grants Program. The Public Art Guidelines have been reviewed and updated in November 2024.

The guiding themes of Participation, Profile and Place have informed the development of the Public Art Guidelines:

- Participation through the development of the Public Art Reference Group and Arts and Culture Grant opportunities.
- Profile through more opportunities to deliver public art.
- Place through using public art to activate public space.

Outputs from the Public Art Guidelines will be:

- A Public Art Reference Group that:
 - reviews and provides recommendations to council on public art.
 - assists in the delivery of selected council initiated public art projects. (see Scope below for further details).
- Public spaces across the shire that have been activated through Public Art projects.

The Objectives of the Guidelines are for the creation of public art that will aim to:

- increase community connectedness by being accessible and inclusive and reflect the cultural and social fabric of community.
- activate public space and interaction throughout the shire.
- provide economic benefit through tourism.
- interpret historical sites and tell important local stories.
- encourage community and visitor engagement with a particular place.
- explore and encourage awareness of global, national, or local issues and themes.
- develop opportunities for collaboration between artists, property owners, and relevant authorities to promote shared ownership and preservation of public art.

Public Arts Reference Group (PARG)

Membership

The Public Art Reference Group (PARG) will be a council- led body that reviews and makes recommendations to council about public art submissions across the shire. The Public Art Reference Group's first meeting will be to establish and endorse the Terms of Reference for the group. Terms of reference must include:

- The PARG will comprise members with a wide range of professional and community art expertise, especially in public art, art curatorship, architecture, and design.
- The Chair of the Reference Group must be a council officer.
- Relevant Council officers such as engineers, planning, heritage, arts, and tourism will be invited as required.
- The Public Art Reference Group will have representation across the Shire and be appointed through expressions of interest to Council.
- The selection of the PARG will be made by Council officers. Selection will be based on:
 - relevant expertise and participation in Arts and Culture in NGS,
 - geographic representation across the shire,
 - diversity of culture, gender, and age.
- A minimum of 2 people from within Council and a minimum of 4 external people will form the PARG. Membership of the PARG will expire after one year and require a re-application.
- Members must have the appropriate skills and time to fulfil their role.

Scope

The Public Art Reference Group will be responsible for:

- Reviewing and providing recommendations to council on public art submissions that:
 - are fully or partially funded by councils Arts and Culture Grants.
 - are public art projects in or on public land or facilities.
- Providing advice and assisting in the delivery of selected council initiated public art projects at some or all of the following project stages:
 - Brief development
 - Artist selection – from a shortlist after an internal tender review process.
 - Community engagement
 - Concept development
 - Final review and recommendation process alongside other key stakeholders.

The project stages that the PARG assists with will be established for each specific project and outlined in the respective project plan. PARG members can opt in or out of specific projects.

- Providing key stakeholder/partner feedback in relevant strategies and plans.
- Providing project support to stakeholders to realise the project.
- Ensuring that information is accessible to all in a variety of formats.

Application requirement

Respond to the Expression of Interest Questions via email.

Authority/roles and responsibilities

The PARG has no powers delegated to it by council and will act in a reference capacity only. The PARG is to operate in line with the purpose and terms of reference.

Meetings

- Members will be expected to be involved in quarterly meetings with an agenda to be prepared by the chair.
- Meetings will be held either via Teams or in person.

Reporting responsibilities and communication

Meetings will be documented, and minutes will be made available to the Reference Group.

Code of conduct

All members will be required to act in accordance with this code of conduct. Members will:

- attend meetings and actively participate in the assessment process.

- represent the interests of the community.
- read any required material prior to the meeting and seek further clarification if required.
- be clear about the purpose of the item or matter being discussed.
- stick to the issued agenda or agreeing to amend it by majority vote.
- consider the risks and the opportunities of each item/issue.
- notify the Chair of any conflict-of-interest issues in a timely manner. The Chair will decide on the appropriateness of their PARG involvement in that project.

Members of the PARG agree to be accountable in behaviours when it meets by:

- ensuring a contribution is made to the meeting.
- raising any concerns respectfully and suggesting solutions on how to deal with those.
- reflecting on the meeting and individual member's contribution.

If a member is not conforming to this code of conduct, they may be asked to leave, and their position will be filled via invitation or through the EOI process.

Communication

- Only a council representative will be allowed to engage with media on the behalf of the Public Arts Reference Group.

Timeframes and review

Membership and the terms of reference will remain current for the life of the Public Art Reference Group as described in the 'Reference Group Scope'.

Council Plan objective/strategy

Members will have access to relevant reports.

Definitions

Terms of Reference - *describe the purpose and structure of a project, committee, sub-committee, group, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal; and*

they provide a documented basis for making future decisions and for developing a common understanding of the scope among stakeholders.

*The terms of reference are often referred to as the **charter**, eg committee charter.*

Review history.

Date	Review Details	Action
09/08/2023	Draft prepared	To be reviewed by Project Team/Project Managers, David Hwang, Coordinator Community Futures and Tina Baker, Community Development Officer
24/10/2023	PAAG initial meeting.	Approved by Gilda McKechnie/John Lagerwey
5 September 2024	Refine role/scope of PARG.	To be reviewed by PARG members.
10 October 2024	Revised DRAFT ToR's	To be reviewed by PARG members.
6 November 2024	Revised ToR's accepted by PARG.	Approved by Gilda McKechnie/John Lagerwey