



## **VISUAL ARTS PANEL (VAP) Terms of Reference**

### **1. Background**

The City of Yarra inherited a range of indoor and outdoor artworks and cultural artefacts when the Cities of Collingwood, Richmond and Fitzroy amalgamated in 1994. Council recognises the inherent importance of local cultural heritage and accepts responsibility as custodian for all collection items documenting the City's unique history and people.

The City of Yarra will acquire, collect, preserve, research, document, exhibit, interpret and make accessible to the public the original artworks, objects and information that best illustrate the physical, artistic, cultural, social and political history and development of the City of Yarra. These works form the City of Yarra Collection.

The City of Yarra's Collection Management Policy ('the Collection Policy') guides all decisions related to Council's management of the City of Yarra Collection ('the Collection') and role as cultural custodian of this Collection.

Public art is a growing and changing form of contemporary art that presents a range of opportunities and challenges for Council. Public art may be commissioned and produced by various means including by Council, community groups, artists and private developers.

The City of Yarra Public Art Policy ('the Public Art Policy') provides a framework for assessment of works to be commissioned or acquired by purchase, donation or transfer. It sets out guidelines for Council in facilitating privately commissioned works that have public benefit and it articulates the management framework for Council managed public artworks.

### **2. Purpose**

Council is advised on cultural matters by the Yarra Arts Advisory Committee (YAARTS). The City of Yarra Visual Arts Panel is a sub-committee of YAARTS. The Visual Arts Panel ('the Panel') provides a formal mechanism for Council to seek specialist advice as required on matters related to the management of the Collection and public art.

The key role of the Panel is to:

- a) Contribute to policies and strategies related to the Collection and public art;
- b) Assist with acquisition, commissioning and de-accessioning processes as required;
- c) Advise on acquisition proposals of over \$5000;

- d) Represent YAARTS on reference groups related to Council generated commissions where required; and
- e) Advocate for public art.

### **3. Membership**

The Panel has a core membership of 10, including the following:

- a) A YAARTS Councillor;
- b) A YAARTS representative;
- c) The Business Unit Manager, Arts Culture and Venues; and
- d) Seven ordinary members selected as local cultural industry representatives with a minimum of two visual artists.

### **4. Panel Quorum**

A quorum for the Panel comprises:

- a) A Councillor, or the Business Unit Manager, Arts Culture and Venues, or a representative of the Business Unit Manager;
- b) A YAARTS representative; and
- c) Three local cultural industry representatives.

### **5. Co-opted Members**

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

### **6. Term of Office**

The term of office for ordinary members is for a period of three years. Members must demonstrate a strong link to the City of Yarra, such as be a resident, own property /business, work or study within the City of Yarra.

When vacancies arise new members will be invited to apply. Potential members must make a written application, including a resume.

The appointment of Panel members is by recommendation from staff of Arts and Cultural Services to the Director of Community Wellbeing; the appointment of a new member is ratified by the Chief Executive Officer.

The Councillor representatives are appointed by Council in December each year.

In the event of a member resigning during their term, the Arts and Cultural Services Unit will appoint a replacement in accordance with the procedures for appointing new members, including ratification by the Chief Executive Officer.

## **7. Member Responsibilities**

In order to fulfil the Panel's objectives, members are expected to:

- a) Keep informed of current developments, issues and concerns in regard to collection management practices and public art;
- b) Be familiar with the City of Yarra's Collection Management Policy and the Public Art Policy and other relevant documents; and
- c) Prepare for and actively participate in meetings.

## **8. Reporting Procedures**

The Panel is not a formal standing Committee of Council, but rather a sub-committee of YAARTS that has been established by Council.

Where necessary, reports and recommendations made by the Panel must seek Council approval at scheduled Council meetings before being fully endorsed and acted upon.

## **9. Management of the Panel**

### **(a) Chairperson**

The Chairperson shall be appointed by the Panel.

### **(b) Meetings**

Meetings shall be arranged at regular intervals as determined by the Panel or as required.

### **(c) Panel Support**

The Panel will be resourced by a Council Officer who will be responsible for preparation of minutes, agendas, reports and other administrative functions.

## **10. Conflict of Interest**

### **(a) Definition**

A Panel member is considered to have a conflict of interest if the member:

- i) has a direct or indirect pecuniary interest in the matter; or

- ii) is of the opinion that their interest in the matter may conflict with their proper performance of duties in respect to the matter.

(b) Disclosure

If a member has a conflict of interest with a matter that is to be, or is likely to be, discussed at a Panel meeting, the member must:

- i) disclose the nature of the conflict of interest immediately before the discussion; or
- ii) if not intending to be present at the meeting, disclose the nature of the conflict of interest to the Business Unit Manager, Arts Culture and Venues before the meeting is held.

While any discussion or vote is taken relating to the matter, the member must:

- iii) leave the room and notify the Chairperson that they are doing so; and
- iv) remain outside the room or other area in view or hearing of the room.

After the discussion, the Chairperson must notify the member that they may return to the room.

The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

## 11. Public Statements

Ordinary members of the Panel cannot make public statements on behalf of Council as an independent group without prior approval of the Business Unit Manager, Arts Culture and Venues.