

MITCHAM ART ADVISORY GROUP

TERMS OF REFERENCE

The Terms of Reference for MAAG are as follows –

3.1 Responsibilities

Membership of MAAG is a community commitment on the part of participants:

- **Act in Good Faith** – members must act in what they honestly believe to be in the best interests of the community
- **Commitment** – members should prepare for, attend and participate in meetings as required
- **Exercise powers and discretions as required** – members will not misuse any authority or discretion or information that they may have been given by MAAG and must accord with MAAG's Terms of Reference.

3.2 Scope

MAAG will undertake its role within the scope of Council's role in relation to public and community art, as described in Council's Public Art Policy, and which broadly relates **to advising on the following**:

- the provision, planning, implementing and management of Council initiated public and community art
- ensuring public art and community is fit for purpose and addresses public risk and maintenance obligations
- in terms of public and community art initiated by third parties, meeting the relevant planning and building provisions as prescribed by the *Planning, Development and Infrastructure Act 2016*

3.3 Role

- In general, review and provide recommendations to Council on significant or contentious public or community art proposals that may arise through development proposals or another means that has been brought to Council for consideration
- Review and provide advice to Council regarding the appropriateness of proposed artists
- Develop criteria for the selection of artists, concepts, themes and nature of artwork that can inform the consideration of public or community art projects
- Assess grant applications under the \$25,000 Community/Public Art Grant and make recommendations to Council
- In association with Council staff and based on the Terms of Reference and Council's Public Art Policy, recommend an annual changing Public Art Programme, using the *Mitcham Art Advisory Group Indicative Assessment and Planning Matrix for Council Council's Annual Public Art Programme*. In the first two years of establishment of MAAG, the priority of this programme is for small scale, lower cost public art projects to assist in building Council and community confidence in the development and implementation of a public art/community art programme. This programme should include recommendations regarding the type of public art/community art, consistency with the Public Art Policy Guiding Principles, and indicative budget. It should also contain recommendations on general location of art work. It should be provided to Council on an annual basis by February in order that budget bids can be submitted by March for Council consideration

MITCHAM ART ADVISORY GROUP ESTABLISHMENT AND TERMS OF REFERENCE

for implementation in the following financial year.

3.4 **Assessment of Public Art/Community Art Proposals and Initiatives**

MAAG will consider and/or assess public art/community art proposals and initiatives in relation to the Guiding Principles and the Value Statement established in Council's Public Art Policy and make recommendations to Council. These are:

Guiding Principles

That public art/community art will:

- Contribute to the City of Mitcham's identity and sense of place
- Contribute to the City of Mitcham's social and economic vitality and viability
- Contribute to cultural and community development.

The Value of Public Art

That public art/community art will:

- Reflect local identity
- Support place making and activation
- Support community spirit, community development and builds community capacity.

4. **Meeting Times and Dates**

- 4.1 The Chief Executive Officer will call the first meeting of MAAG, in consultation with the Chairperson.
- 4.2 MAAG will meet a minimum of two times a year or more, as required.
- 4.3 Meeting dates and times to be set by MAAG at the start of each financial year (July - August).
- 4.4 ***The meeting schedule may be varied by the Chief Executive Officer in consultation with the Chair of the MAAG.***
- 4.5 Meetings will be generally held at the City of Mitcham Civic Centre or as determined by MAAG and will normally be 2 to 3 hours in duration.
- 4.6 There will be no requirement for quorum for meetings.
- 4.7 Members of MAAG are required to inform the Chairperson if they are unable to attend a meeting and may convey their views about any matter on the Agenda.

5. **Council Administration's Role**

Council Administration will:

- Oversee MAAG
- Provide electronic templates for Agendas and Minutes / Action Sheet for meetings
- Post Agendas and Minutes / Action Sheets to the Council Website
- Provide advice and information as required

MITCHAM ART ADVISORY GROUP ESTABLISHMENT AND TERMS OF REFERENCE

- Facilitate the calling and initial assessment of applications for the Community / Public Art Grant
- Provide reports to Council with recommendations from MAAG for formal consideration / endorsement of significant public art proposals or issues or grants
- Maintain and manage future public art where appropriate
- Review public safety of all public art proposals
- In relation to non-council (private) initiated public art projects, assess them under the *Planning Development and Infrastructure Act 2016*. If they are particularly contentious or significant, MAAG may provide feedback to Council
- In relation to public art on stobie poles, Council has no role. This art must be submitted by the person wishing to undertake the art directly to SA Power Network.

6. Reporting Arrangements

- 6.1 The Chair of MAAG will communicate as required with the Manager Community Development (or their Delegate).
- 6.2 Any advice that MAAG provides formally to Council will be documented by a Council officer in a report to Council.
- 6.3 This report will be brought Council for consideration.
- 6.4 The Agenda and Minutes / Action Sheet of MAAG will be published on the Council's website.

7. Governance

Figure 1 Role and Governance of MAAG

