

**MAITLAND CITY COUNCIL**  
**PUBLIC ART ADVISORY PANEL**  
**TERMS OF REFERENCE**



**1. PURPOSE**

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The Maitland City Public Art Advisory Panel (PAAP) has been established to provide expert advice on the implementation of the Public Art Policy, program and projects.

This term of reference sets out the objectives and functions of the PAAP, membership of the PAAP and the operation of the PAAP.

**2. OBJECTIVES OF THE PUBLIC ART ADVISORY PANEL**

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- To assist Council to meet the policy objectives of its' Public Art Policy
- To identify suitable sources of funding and investment strategies for public art development
- To advocate for public art elements to be incorporated into private and public sector building development projects.

**3. FUNCTIONS AND POWERS**

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The PAAP will advise and assist Council (as necessary):

- on matters relating to public art policy and projects.
- on the selection and commissioning of new works and the deaccession of existing works
- on ways in which public art can be incorporated into the design of the City infrastructure such as street seating, lighting, paving, signage, walkways and landscaping.
- on proposed public art projects to be included in private and / or commercial developments.
- on proposed public artwork gifts, bequests and donations to the City, in accordance with the Public Art Policy.
- ensuring that established Council procedures, policies and guidelines are adhered to in nominating, assessing and selecting public art projects.
- with communication and outreach to the community regarding Council's public art program.
- on community suggestions for public art projects
- the development of private sector public art projects and public/private partnerships for public art projects.

The PAAP will have no power to:

- spend Council funds
- make decisions on behalf of Council

**4. PUBLIC ART ADVISORY PANEL COMMITTEE STRUCTURE**

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The composition of the Public Art Advisory Panel is to include:

- One (1) elected representative of Council as nominated by Mayor to be appointed as the Chair

- Council's Cultural Director (or their nominee)
- Three (3) Community members
- Maitland City Council Staff members seconded on an 'as needs basis' (to include community planning, town planning, engineering, open space planning and marketing staff)
- MRAG Public Program Coordinator - responsible for the distribution of the minutes

## **5. MEMBERSHIP OF THE PUBLIC ART ADVISORY PANEL**

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Community membership appointment to the PAAP will be based on:

- An appreciation and understanding of art in the public domain.
- Experience in working with community and community groups.
- Background, experience or demonstrated interest in public and/or visual arts.
- Being a local resident of the Maitland Local Government Area (LGA) or close connections to the Maitland area.
- Experience in sponsorship or sourcing of funding.
- Commitment to EEO, OH&S, risk management, environmental protection and ethical principles.

## **6. PRINCIPAL RESPONSIBILITIES OF PUBLIC ART ADVISORY PANEL COMMITTEE MEMBERS**

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- To attend PAAP meetings as required.
- To undertake agreed tasks as determined at PAAP meetings.
- Work with Maitland City Council staff to implement public art projects to the highest possible standard.

## **7. MEETINGS**

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- The PAAP will meet as required at such place and time as notified by Council
- Council may call an extraordinary meeting of the PAAP with at least fourteen days written notice to all members
- A quorum of a meeting of the PAAP will be three permanent members.
- No business of the PAAP will be considered unless a quorum is present. If within half an hour from the time of the appointed for the meeting a quorum is not present, the meeting will be dissolved.
- Questions arising at any meeting will of the PAAP will be decided by a simple majority of the votes of the members (including permanent and temporary members). If there are equal votes, the chairperson of the meeting will have the casting vote.
- The chairperson will preside as chairperson at every meeting of the PAAP.
- If the chairperson is not present within ten minutes after the time appointed for the meeting, the members (including permanent and temporary members) may choose one of their number to be a chairperson for the purpose of the meeting.
- A member who has a pecuniary interest in a matter being considered at a meeting of the PAAP must disclose the existence and nature of the interest. A member having disclosed a

pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

- A member who has a non-pecuniary interest in a matter being considered at a meeting of the PAAP must disclose the existence and nature of the interest if the member could be influenced, or a reasonable person would perceive that the member could be influenced, by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.
- The MRAG Public Program Coordinator will attend meetings of the PAAP and be responsible for the distribution of the minutes.
- The minutes will include (without limitation) the following:
  - Attendance
  - Apologies
  - Declarations of interest
  - Delegations of authority
  - A record of all recommendations made by the PAAP
- The minutes will be distributed to all members

#### **8. REPORTING**

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- The business of the PAAP will be reported to the appropriate Maitland City Council Business Group and or Council
- Decisions of the appropriate Business Group and or Council will in turn be reported to members of the PAAP.

#### **9. REVIEW**

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The terms of reference and operation of the PAAP will be reviewed after an initial term of three years.