

## TERMS OF REFERENCE

### *Arts Advisory Group*

*(Amended October 2015, CS09–12/15, CP01-04/16)*

Name:	<i>Arts Advisory Group</i>
Role/Purpose:	<i>To provide advice on matters relating to the arts.</i>
Aims & Functions:	<p>1.1 To advise Council on policy matters pertaining to the arts in City of Wanneroo.</p> <p>1.2 To advise and make recommendations to Council on matters relating to the arts including but not limited to:</p> <ul style="list-style-type: none"> <li>a) The purchasing of artworks for the Art Collection;</li> <li>b) The confirmation of the selection of Public Art for the Percent for Art projects;</li> <li>c) The review of public art proposals from developers and other entities;</li> <li>d) The review of the exhibition program, as required.</li> </ul>
Membership:	<p>2.1 The Advisory Group shall consist of the following representation:</p> <ul style="list-style-type: none"> <li>a) Two City of Wanneroo Council Members (2);</li> <li>b) A maximum of three (3) arts professionals based in the north metropolitan region;</li> <li>c) The Director of Assets (or nominee) as a non-voting member.</li> </ul> <p>2.2 A nominated proxy member may attend in place of the endorsed representative member.</p> <p>2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply.</p> <p>2.4 Aim, where possible, to diversify arts professional skills and experience.</p> <p>2.5 Advisory Group membership shall be appointed or removed by the Director.</p> <p>2.6 Members must comply with the City's Code of Conduct.</p> <p>2.7 The Advisory Group has authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice and</p> <p>2.8 The Advisory Group may recruit members according to the terms of reference.</p>
Operating	3.1 Presiding member:

procedures:

- a) The members of an Advisory Group are to elect a Presiding Member (from the Council Members) and Deputy Presiding Member (from amongst all the members) at the first meeting of the group and in accordance with the *Local Government Act 1995, Schedule 2.3, Division 1*.
- b) The Chief Executive Officer (CEO) or delegated nominee will attend the first meeting to conduct the election of the Presiding Member, or at a subsequent meeting if a new Presiding Member is to be elected.
- c) The Presiding Member will preside at all meetings.
- d) In the absence of the Presiding Member, the Deputy Presiding member will assume the chair, and in their absence, a person is to be elected by the Advisory Group members present to assume the Chair.
- e) The Presiding Member is responsible for the proper conduct of the Advisory Group.

### 3.2 Meetings:

- a) The Advisory Group shall determine the scheduling and frequency of meetings, however, it is to meet at least three (3) times per year with notice of at least two weeks.
- b) A Notice of Meetings including an agenda will be circulated to the Group members at least 72 hours prior to each meeting where possible. Agendas and minutes are also to be circulated to all Council members at the same time that copies are normally provided to appointed Council delegates.
- c) The Presiding Member shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Advisory Group members as soon as practicable after the meeting. There is discretion whether the Minutes may be available for public inspection.
- d) An Advisory Group Recommendation does not have effect unless it has been made by a simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.
- e) All endorsed members (or the proxy attending in lieu of the Council Member) of the group will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

### 3.3 Quorum:

The quorum for a meeting shall be at least 50% of the number of endorsed members. Decisions must involve at least three group members, one of which must be an Arts Professional.

### 3.4 Administration:

#### 3.4.1 Administration Support

Administration support for the Group will be provided by the Arts Development Officer, City of Wanneroo.

#### 3.4.2 Motions on Notice

	<p>An Advisory Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Group, in the form of a Motion, of which seven day's notice has been given in writing to the Group Administrator prior to the compilation of the Agenda for that meeting.</p> <p>An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
<p>Delegated Authority:</p>	<p>4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p> <p>4.4 The Arts Advisory Group has the authority to establish sub-working groups as required to address specific purposes of the Advisory Group.</p>