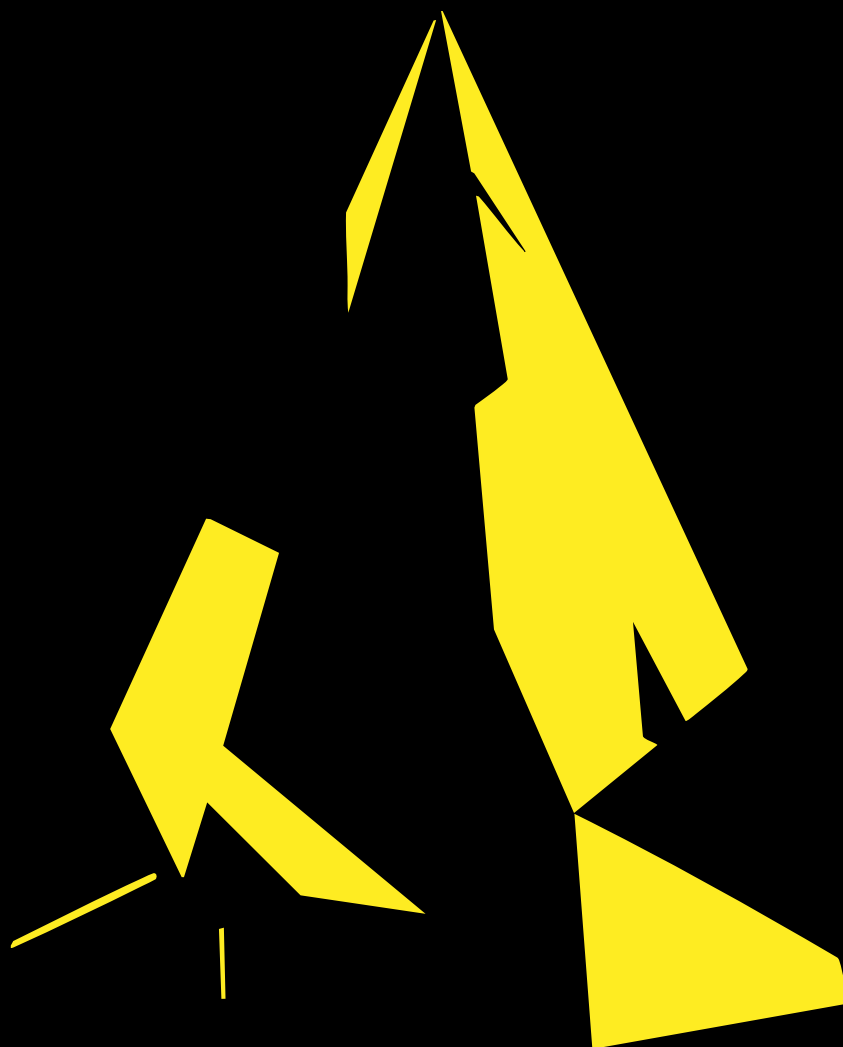


City of Ipswich

Public Art Advisory Group

Terms of Reference

(Draft)



ACKNOWLEDGEMENT OF COUNTRY

Ipswich City Council respectfully acknowledges the Traditional Owners of the Ipswich region, the Jagera, Yuggera and Ugarapul People as custodians of the land and waters we share. We pay our respects to their Elders past, present and emerging, as keepers of the traditions, customs, cultures and stories of proud people.

BACKGROUND

Public art is a compelling investment for local government, private developers and community. It contributes to placemaking and public amenity. It employs artists and enhances cultural development. It contributes to regional identity and local tourism strategies. It enhances our civic pride, encourages us to feel safer in our public places and has multiple flow-on benefits.

Public art belongs to our community. The mission over time is that Ipswich's regional identity will be affirmed as a public art city, with increased public amenity that contributes to community creativity, economic and tourism outcomes.

The establishment of the Ipswich Public Art Advisory Group (The Advisory Group) is an activity included in the Ipswich Public Art Action Plan (Action Plan). The Action Plan is a council resource developed for planning and delivering a series of policies, processes and documents intended for council staff, developers, artists, curators and design teams, to ensure consistency of procurement and industry best practice in the city.

INTRODUCTION

Ipswich City Council appoints and maintains The Advisory Group of key internal staff and suitable external professionals with public art expertise to volunteer and advise council on all aspects of public art policy and program delivery including public art commissioned under the council's diverse delivery platforms.

PURPOSE AND PRINCIPLES

The Ipswich Public Art Advisory Group (IPAAG) has been established to ensure that the public art vision, 'Public art thrives in Ipswich, enriching our community and spaces over time,' and the corresponding principles of Country, Place, and Community are prioritised when making recommendations.

The advisory group will assist public art project delivery teams at key project milestones by providing strategic, informed and knowledgeable insights on artists, social, financial and implementation issues.

The key role of The Advisory Group is to collaborate with various sections of the Ipswich City Council to provide advice and recommendations to councillors and council officers on proposals and issues related to the council's public art initiatives.

MEMBERSHIP

Eligibility

Members must have:

- relevant industry expertise
- a demonstrable connection or understanding of Ipswich's art, heritage, culture and/or creative community; this may involve living and/or working in the region
- capacity to assess public art proposals, submissions and policy documents; this includes availability, ability to use relevant programs and technologies such as Microsoft suits and the facility to determine to what extent submissions align with the council's vision and pillars.

Application

Council will call for applications through a widely publicised Expression of Interest (EOI) process. Candidates are required to:

- provide a concise two-page Curriculum Vitae highlighting relevant skills and experience
- nominate one to three areas of professional expertise and indicate any or all community perspectives
- provide contact details for two referees who can vouch for their professional expertise and character.

Professional Expertise	Community Perspectives
Visual arts	Aboriginal and/or Torres Strait Islanders
Built environment – architecture, urban and landscape design	Age: children, youth, older people
Placemaking	Gender and sexuality
Community engagement	People living with a disability
Education sector	People from culturally and linguistically diverse backgrounds
Festivals and events	
Collection and asset management	

Composition

From the pool of applicants, council will seek to appoint a minimum of four and maximum of six members external to council, that contribute to a range of art form expertise and diverse perspectives.

Ipswich City Council will appoint up to three internal officers with relevant roles to the delivery of successful Public Art Initiatives.

Examples of relevant internal council roles include:

- Ipswich Arts Gallery leadership roles such as Art Gallery Director, Collection Manager
- City Design Branch key positions including Branch Manager, City Architect, Manager
- Infrastructure Strategy Branch representatives from Open Space and Facilities, Landscape Architect
- representatives from the Capital Delivery Branch
- representatives from the Work and Field Services maintenance team.

The final selection of new members will be carried out by a group of nominated people comprising two industry experts and two council officers from the Community, Culture and Economic Development Branch.

The Advisory Group will be supported by representatives from the Community, Culture and Economic Development Branch to coordinate meetings and minute the discussions.

Term

Members will be appointed for an initial term of two years. Following this period, they may seek reappointment for one additional term of two years via the standard EOI process. To ensure fresh perspectives and diversity, members are not eligible for continuous service beyond four years.

If a new member joins partway through a term, they will align with the length of the term remaining for other members and if desired may reapply for another term at the same time as other members.

Resignation

Resignations are permitted at any point during a member term via written notice to creative.industries@ipswich.qld.gov.au.

Termination

A member may be removed if:

- the member is unavailable for 30% of meetings
- the member breaches these Terms of Reference
- engages in inappropriate conduct.

Vacancy

Should a vacancy arise, council may consider candidates from the most recent EOI. If there are no suitable candidates, the council will undertake a public EOI process.

AUTHORITY

The Advisory Group provides recommendations to council for approval. The Advisory Group has capacity to influence decision making, however it does not hold decision-making authority. This remains the function of council.

The Advisory Group has no authority to make comment to the media nor applicants about the public art process, applications, proposals, discussions nor decisions.

ROLES AND RESPONSIBILITIES

Members

Members of The Advisory Group provide industry expertise to council, including:

- reviewing applications and proposals in line with council's public art vision and pillars.
- attending and participating in meetings
- attending and participating in workshops to set the strategic direction of public art
- contributing to the efficient delivery of the Ipswich Public Art Action Plan, including through:
 - promoting the opportunities to the arts, heritage, cultural and creative community
 - monitoring and providing advice to council on key trends and issues affecting the local sector.

Members of the The Advisory Group are further required to:

- adhere to these Terms of Reference
- uphold the Ipswich Public Art Action Plan's commitment to peer assessment and arms length decision-making
- uphold the Ipswich Public Art Action Plan's commitments to transparent, equitable, efficient and robust processes
- demonstrate integrity and impartiality
- declare Conflicts of Interest (COI) and follow the COI process as outlined below
- maintain suitable privacy and confidentiality of applications as well as assessments, discussions and decisions
- refrain from use of any information disclosed within applications and/or at meetings for personal purposes or gains, for either themselves or others, including financial gains
- represent the interests of the arts, heritage, cultural and creative community.

Coordinator, Creative Industries Development

The Coordinator, Creative Industries Development oversees The Advisory Group's effectiveness, providing coordination and administrative support including:

- coordinating the appointment and replacement of members
- coordinating inductions and/or training
- coordinating all proposals, applications, draft policies to share with members
- recording and adjudicating on actual and perceived conflicts of interest
- facilitating moderation meetings
- overseeing dispute resolution
- record keeping, including:
 - EOI applications and other selection process documentation
 - member details
 - agendas and minutes for each meeting
 - reports to council
 - these Terms of Reference
 - any other relevant correspondence or information
- ensuring group adherence to these Terms of Reference
- undertaking a four-yearly review of these Terms of Reference
- reporting to council.

The Coordinator, Creative Industries Development additionally facilitates all Public Art Media and Communications in line with council's Media and Communication Policy and Procedure.

Components of this role may be suitably filled by an alternate council officer from the Community, Cultural and Economic Development Department.

Support Officer

The Support Officer assists both the Facilitator and The Advisory Group:

- ensuring items are added to the agenda and are received in a timely manner by all community representatives on The Advisory Group
- recording and filing meeting minutes, including any appropriate flying minutes.

The role of Support Officer is filled by a council officer from the Community, Cultural and Economic Development Department.

CONFLICT OF INTEREST

Members are required to declare any actual or perceived conflicts of interest related to funding applications prior to or as soon as possible during assessment, discussion and decision-making. Where a member has an actual conflict of interest, they are required to abstain from assessment, discussion and decision-making. Where a member has a perceived conflict of interest, continued participation or abstinence will be determined by the Coordinator, Creative Industries Development.

Actual Conflicts of Interest:

Actual conflicts of interest exist where a member:

- holds a close familial, personal or professional relationship with an applicant
- holds an executive position on or interest in an applicant business/organisation
- contributes to an application or assisted with its development
- benefits from the dis/approval of the application.

In these scenarios, the member must declare a Conflict of Interest.

Perceived Conflicts of Interest:

Perceived conflicts of interest may exist where a member:

- holds a distanced personal or professional relationship with an applicant
- previously held an executive position on or interest in an applicant business/organisation
- contributed to earlier funding applications and/or development
- indirectly or potentially benefits from the dis/approval of the application.

In these scenarios, the member must declare a perceived Conflict of Interest.

QUORUM

Decision is held by a majority quorum at each meeting. The quorum for a meeting is 50% of the group, plus one.

PRIVACY AND DISCLOSURE

The following information will be published on council's public website:

- names of the members
- Ipswich Public Art Advisory Group Terms of Reference.

The personal information of all members and applicants will be managed in accordance with council's privacy standards.

INSURANCE

The Advisory Group is covered under council's public liability insurance policies when partaking in in-person inductions, training and meetings.

CONTACT

Contact the Coordinator, Creative Industries Development via email creative.industries@ipswich.qld.gov.au or phone (07) 3810 6666.

DRAFT



Ipswich City Council
PO Box 191, Ipswich QLD 4305, Australia

Phone (07) 3810 6666
council@ipswich.qld.gov.au
ipswich.qld.gov.au

Join us online:



[/IpswichCityCouncil](https://www.facebook.com/IpswichCityCouncil)



[/ipswich-city-council](https://www.linkedin.com/company/ipswich-city-council)



[/IpswichCityCouncilTV](https://www.youtube.com/IpswichCityCouncilTV)