



**MACKAY REGIONAL COUNCIL
VISUAL ARTS ADVISORY COMMITTEE**

TERMS OF REFERENCE

1. Scope

The Visual Arts Advisory Committee will provide advice to Council on the ongoing development and management of the Mackay Regional Council Art Collection.

2. Aim

To promote and support the development and implementation of systems, policies and practices that ensure the sound management of the Mackay Regional Council Art Collection.

3. Role

The role of this Committee is to assist Council in meeting objectives in accordance with the Mackay Regional Council Art Collection Policy No. 071 and to;

- Make recommendations to de-accession some works in the various collections which are no longer relevant, or for works for which it is inappropriate to store or conserve to museum standards and;
- Provide guidance to Council regarding current museum / gallery practices and facilitating public access to the Art Collection.

4. Responsibilities

The responsibilities of the Visual Arts Advisory Committee are to:

- Form relevant working groups to plan and implement appropriate strategies that enact the purposes of the Committee;
- Consider recommendations from the Artspace Mackay Director and Curator for future development of the Art Collection, including acquisitions, donations and appropriate de-accessions;
- Advise on the formulation of a Mackay Regional Council Public Art Policy;
- Ensure current and future policies and practices identify strategies that will ensure the sustainability and relevance of the collections;
- Make recommendations for updates to the Art Collection Policy No. 071;
- Undertake appropriate education on the collection, conflict of interest and confidentiality procedures at induction;
- Consider financial impacts of initiatives promoted within the Acquisitions Budget.

5. Accountability and Procedures

5.1. The Committee will be accountable to Mackay Regional Council and will act in accordance with any formal resolutions of Council.

5.2. The Artspace Mackay Director and Curator are responsible for the identification, research, costing and recommendation of artwork for either Acquisition or Deaccessioning that are brought before the Committee.

5.3. Prior to each meeting, an agenda will be circulated to all members listing the artworks for consideration by the Committee plus relevant information and images.

5.4. At the meeting, the Artspace Mackay Director or Curator will outline the rationale for accepting or rejecting each proposal, addressing all of the criteria outlined in the Art Collection Policy No.071.

- 5.5. The Committee will make their decisions for acquisition and de-accessioning based on the criteria outlined in the Art Collection Policy No. 071.
- 5.6. Decisions to accept or reject each proposal are based on a majority vote.
- 5.7. In extraordinary circumstances where the Committee cannot convene, voting on an artwork proposed for Acquisition by the Committee may happen electronically or via a telephone poll conducted by the Artspace Mackay Director. This will usually be where a suitable artwork comes up at auction and the time frame to convene a meeting is too short.
- 5.8. All discussions and decisions of the Committee are confidential including, but not limited to, issues of ownership, donors and value.
- 5.9. In addition to compliance with the Mackay Regional Council Code of Conduct 2015, members of the Committee shall also comply with practices specific to issues related to artwork and art museum practices.
- 5.9.1. Any Committee member wishing to donate artwork that they own but have not created, or who may have direct or indirect pecuniary or professional interest in such artwork, must disclose this information to the Committee chair prior to any discussion of the donation of the artwork. If the proposal is presented to the Committee for consideration, that member must absent him/herself from the meeting during discussion of the artwork and refrain from voting, or trying to influence the voting.
- 5.9.2. The private collection of artwork by the Director, members of the Committee or Artspace Mackay staff involved with Mackay Regional Council's own collecting program is entirely appropriate. However, private collecting by these parties that conflicts in any way with the collecting interests of Mackay Regional Council will not be permitted.

5.9.3. No member of the Committee or Artspace Mackay staff may compete with Mackay Regional Council for acquisition of artwork. Should a conflict of interest develop between the needs of the individual and Mackay Regional Council, the interests of the latter shall prevail.

5.9.4. Council Officers and Councillors on the Committee shall not deal in artwork for personal profit, gain or other advantage.

5.9.5. Council Officers and Councillors on the Committee cannot accept personal gifts of artwork from artists or their agents.

6. Membership

6.1. Key Representation

- Availability of positions on the Committee shall be advertised widely and the selection of members made against key selection criteria.
- Those meeting the criteria will be interviewed by a panel consisting of the Committee Chair, Manager Community Lifestyle and Director Artspace Mackay.
- Recommendations of appointment to the Committee shall be reported to Council.

6.2. Composition of Membership

- The Committee shall be composed of:
 - Councillor (Chair of VACC);
 - Five (5) members of the arts community;
 - One (1) representative from Artspace Volunteers;
 - Director Community & Client Services;
 - Artspace Mackay Director and;
 - Curator Artspace Mackay (observer).
- The Administration Officer of Artspace Mackay will attend and minute all meetings and provide administrative support as required. The Administration Officer is ex-officio and will not be eligible to vote.

6.3. Term of Membership

- Membership of the Committee will apply for a period of two years.
- There is no maximum number of terms to be served by Committee members. However, the assessment and selection process will take the number of terms into consideration to ensure equity of opportunity for individuals and organisations.

6.4. Replacing Vacating Members

- Vacating Committee members forward their withdrawal/resignation in writing to the committee.
- The committee will request an application for membership from suitable candidates including any suggested by outgoing members.
- Expressions of interest for membership received through the initial call for applications will also be reconsidered in the replacement process.
- If a suitable replacement is unable to be found through these means, an expression of interest will be called for, targeting the key issues/area represented by the vacating member.
- The Chair of the committee, in consultation with the Manager Community Lifestyles and the Artspace Mackay Director will be responsible for the initial selection of a member to replace a vacating member. This recommendation of appointment to the Committee shall be reported to Council.

7. Quorum

The quorum for meetings of the Committee is four (4) voting members.

8. Frequency of Meetings

Meetings will be held on a quarterly basis or as required by the Artspace Mackay Director.

9. Key Milestones and Reporting Requirements

Key projects are developed on an ongoing basis.

The Director Community & Client Services is responsible, under Council delegation, for making the final decision on artwork acquisitions and de-accessions in accordance with requirements outlined in the Art Collection Policy No. 071.

10. Review of Terms of Reference

The Terms of Reference will be reviewed every two (2) years.