



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 and the installation of art in public places.

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 and Public Art.

3. Roles and Responsibilities

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

- Applications for and accession of new works;
- Maintenance and conservation of existing works;
- Deaccession and removal of existing works.

3.2 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 for future development of the Art Collection and art in public places;
- Undertake appropriate education on the collection, conflict of interest and confidentiality procedures at induction;
- Consider financial impacts of decisions.

4. Accountability and Procedures

- 4.1. The Committee will be accountable to Mackay Regional Council and will act in accordance with any formal resolutions of Council.
- 4.2. The Artspace Mackay Director is responsible for the identification, research, costing and recommendations that are brought before The Committee.
- 4.3. Prior to each decision, an agenda will be circulated to all members listing the artworks for consideration by The Committee plus relevant information and images and copies of public art applications for consideration.
- 4.4. Prior to the decision, the Artspace Mackay Director or Curator will outline the rationale for accepting or rejecting each proposal, addressing all the criteria outlined in the Art Collection Policy No.071.
- 4.5. The Committee will make their recommendations regarding art in public places based on the criteria outlined in the Art Collection Policy No. 071.
- 4.6. All discussions and decisions of The Committee are confidential including, but not limited to, issues of ownership, donors and value.
- 4.7. No member of the Committee or Artspace staff may compete with Mackay Regional Council for acquisition of artwork.
- 4.8. All Committee members must comply with Mackay Regional Council Code of Conduct whilst undertaking their role.

5. Membership

5.1. 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.
- Recommendation of appointment to The Committee shall be reported to Council.

5.2. Composition of Membership

- The Committee shall be composed of:
 - Councillor (Chair of VAAC);
 - Five (5) members of the arts community;
 - One (1) representative from Artspace Volunteers;
 - Director Community Services;
 - Artspace Mackay Director, and;
 - Artspace Mackay Exhibitions Curator (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.

5.3. Term of Membership

- Membership of The Committee will apply for a period of four (4) 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.

5.4. New 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.

6. **Quorum**

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

7. **Frequency of Meetings**

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

8. **Key Milestones and Reporting Requirements**

Key projects are developed on an ongoing basis.

The Director Community Services is responsible, under Council delegation, for making the final decision on artwork acquisitions and de-accessions and public art applications in accordance with requirements outlined in the Art Collection Policy No. 071 and Public Art Approvals Corporate Standard No. 071.1.

9. Review of Terms of Reference

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

10. Associated Documents

- MRC Corporate Plan
- MRC Public Art Strategy
- MRC Art Collection Policy 071
- MRC Public Art Approvals Corporate Standard 071.1