



Public Art Panel

Terms of Reference

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Division/Department:	Community & Customer Experience/ Community & Culture
Responsible Officer:	Manager, Community & Culture
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1 Who are we

We are Public Art Panel (the Panel).

2 Background

The Panel was established by Woollahra Municipal Council (Council) resolution in March 2017 (previously the Public Art Trust established in 2012), with the aim to advise and provide curatorial expertise to Council for The Public Art Gallery to collect, preserve, commission, display and promote works of art for the benefit, enjoyment and cultural advantage of the residents and visitors of the Municipality of Woollahra.

3 What We Do

Our purpose is to advise and provide curatorial expertise to Council for The Public Art Gallery and promote works of art for the residents and visitors of the Municipality of Woollahra.

Our objectives are to provide advice in accordance with the Public Art Gallery Governing Document, namely to:

- Enrich the public domain in Woollahra through the display and presence of contemporary public art.
- Identify and provide opportunities for artists to create public artworks for the benefit of the Woollahra community.
- Develop a Collection Policy and Arts Strategy for the public art gallery.
- Develop a visual art collection of emerging and established artists.
- Contribute to an expanding presence and awareness of public art in the community.
- Maintain and promote the display of the artwork collection in the public art gallery.
- Advise on public art in major developments in the local business centres through reviewing the Public Art Plans submitted through the DA process, in line with the adopted Public Art Guidelines for Developers (2020).

4 Panel Performance

Every two years, the performance of the Panel will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Panel is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Panel may be required.

5 Membership

The Panel will consist of:

Woollahra Councillors

- The Mayor of Woollahra
- Up to one (1) Woollahra Councillor.

Council staff

- Director, Community and Customer Experience
- Manager, Community and Culture
- Public Art Coordinator
- General Manager (optional)
- Relevant Council staff will attend meetings to provide advice as required.

Community Representatives

- At least three (3) but no more than four (4) community representatives with proven expert knowledge in the arts or have a responsible position in the community and be appointed by the Mayor. The Community Representatives will be called for at the beginning of a Council term, noting there is no limit to the terms that a Community Representative can sit.

6 Quorum

A minimum of one (1) Councillor and two (2) community representative members of the Panel shall constitute a quorum for a meeting.

7 Strategic Advice

The Panel may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement Council may have with such an organisation.

8 Term of Panel Membership

The term of the Panel membership will run concurrently with the term of the Council, with the exception of Councillors who will be appointed by the Mayor annually when Council considers all committee appointments.

The staff membership will be at the discretion of the General Manager.

9 Delegation Authority

The Panel is a panel only and has no delegated authority. The activities of the Panel will be reported to the Finance, Community & Services Committee as required. The Panel cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff. The Panel does however provide curatory advice to Council.

The purchase of public art works will be in accordance with current financial delegations to the General Manager.

10 Meeting Procedures

1. The frequency of meetings of Panel will be at the discretion of the Chair based on the need for advice on projects being delivered.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Panel, not less than seven (7) days prior to the meeting.
3. Members of the Panel are requested to advise Council if they are not able to attend any meeting by contacting the appropriate Council staff prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.
5. Presentations to the Panel will be permitted at the invitation of the Chairperson. Presentations should be limited to four (4) minutes; however, this time limit may be extended with the agreement of the Chair.
6. Arrangements may be made for meetings to be conducted and/or attended electronically including attendance by invited guests. The confirmation of the minutes of meetings may also be conducted electronically. This will be at the discretion of the Chair.
7. Administrative support will be provided by Woollahra Council staff.

11 Duties

All Panel members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

Chair

1. The Chair shall preside at all meetings of the Panel.
2. The Chair will determine the frequency of meetings. At the end of each meeting

consideration is to be given to the date of the next meeting.

3. In the absence of the Chair, the Panel will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Panel Members

1. All Panel members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.
2. Act in a manner consistent with Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.
3. Non-Councillors who are members of the Panel are voluntary.

Staff

1. Panel meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. It is preferable that a minimum of two (2) staff attend meetings, with one to be a senior staff member.
2. The responsible staff member shall see that meeting notices, agendas and other information are forwarded to all Panel members at the appropriate times.
3. The responsible staff member shall submit all minutes of the Panel meetings to the Finance, Community & Services Committee for consideration and appropriate action.

Terms of Reference Amendments

Date	Responsible Officer	Description
5 September 2025	Director, Community & Customer Experience	Review and advice of no substantive changes