



**City of
Norwood
Payneham
& St Peters**

QUADRENNIAL PUBLIC ART ASSESSMENT PANEL

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Council has established the Quadrennial Public Art Assessment Panel (referred to in these Terms of Reference as "the Committee") pursuant to Section 41 of the *Local Government Act 1999* (the Act).
- 1.2 The Committee will be known as the Quadrennial Public Art Assessment Panel.
- 1.3 The Committee may be wound up at any time by resolution of the Council.
- 1.4 These Terms of Reference were adopted by the Council on 6 April 2021.

2. OBJECTIVES

- 2.1 The Committee is established to oversee the contractual processes of the Council's Quadrennial Public Art Commission including:
 - short listing of Expressions of Interest;
 - selecting an Artist's Concept for development for recommendation to the Council; and
 - recommending approval of the developed Concept to the Council.

3. MEMBERSHIP

- 3.1 The Committee will comprise five (5) members.
- 3.2 Membership of the Committee will comprise:
 - Cr Sue Whittington;
 - Cr John Callisto;
 - Cr Carlo Dottore; and
 - Two (2) external arts experts as determined by the Chief Executive Officer.
- 3.3 Subject to Clause 1.3 of these Terms of Reference, membership of the Committee continues for the term of the Committee *unless* a member resigns or is otherwise incapable of continuing as a member or is removed by the Council.
- 3.4 The Committee must report to the Council where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.

4. PRESIDING MEMBER

- 4.1 The Presiding Member of the Committee will be determined by the Committee at the first meeting of the Committee.
- 4.2 If the Presiding Member of the Committee is absent from a meeting then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member is present.

5. TERMS OF REFERENCE – OPERATIONAL MATTERS

- 5.1. The Committee shall act at all times in strict accordance with the *Local Government Act 1999*, and Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013*.
- 5.2 The Committee shall meet at the Norwood Town Hall, 175 The Parade, Norwood, in accordance with the responsibilities imposed upon it at Clause 2 of these Terms of Reference and otherwise on such dates and at such times as the Presiding Member of the Committee or the Committee by resolution may determine.
- 5.3 A quorum for a meeting of the Committee is four (4) members of the Committee.
- 5.4 Insofar as the *Local Government Act 1999* and Regulations and these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.

6. REPORTING

- 6.1 Pursuant to Section 44 of the *Local Government Act 1999*, the Quadrennial Public Art Assessment Panel of the Council does not enjoy the delegation of any powers, functions and duties of the Council. All decisions of the Committee will, therefore, constitute only recommendations to the Council.
- 6.2 The reporting of the decisions of the Committee in this manner, in accordance with Clause 1.2 of these Terms of Reference, will satisfy the requirements of Section 41(8).

7. NOTICE OF MEETINGS

- 7.1 Notice of the meetings of the Committee will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:
 - 7.1.1 to members of the Committee by email or as otherwise agreed by Committee members at least three clear days before the date of the meeting;
 - 7.1.2 to the public as soon as practicable after the time that notice of the meeting is given to members by causing a copy of the notice and agenda to be displayed on the Council's website; and
 - 7.1.3 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

8. WINDING UP OF COMMITTEE

- 8.1 The Committee will be wound up without further action by the Council upon the finalisation and delivery of the objectives as required by Clause 2.1 of these Terms of Reference.