

Waverley Council

Arts, Culture and Creativity Advisory Committee

Terms of Reference

July 2023

1. Introduction

Waverley Council's Arts and Culture Advisory Committee was established in late 2020 to oversee the implementation and ongoing performance of the Waverley Council Arts and Culture Plan 2021-2026, and to provide advice to Council on major cultural issues, initiatives and opportunities.

Waverley Council's Public Art Committee, in operation since 2006, has enjoyed a rich and productive history advancing public art outcomes in Waverley. The two committees functioned independently of each other.

Given that Public Art is a subset of Arts and Culture activity in Waverley, the differentiation between the two committees creates an artificial division in the input sought from advisory committees that does not reflect the cultural activity of Council as a whole.

These Terms of Reference integrate the functions of the Waverley Public Art Committee with the Waverley Arts and Culture Advisory Committee into a new advisory committee, titled the Waverley Arts, Culture and Creativity Advisory Committee.

The Waverley Arts, Culture and Creativity Advisory Committee has an expanded and more detailed remit that captures the aims and objectives of the Public Art Committee and the Arts and Culture Advisory Committee, to capture all of Council's arts and culture activity. This allows all arts and culture activity in Waverley to be addressed and considered holistically, and for the advisory committee's expert membership to represent the full extent of arts and culture specialisations in our community.

2. Policy Framework/Strategic Context

- Waverley Community Strategic Plan 2018-2029
- Waverley Arts and Culture Plan 2021-2026
- Public Art Master Plan
- Art Collection Acquisition and Deaccessioning Guidelines 2018
- Reconciliation Action Plan
- Disability Inclusion Action Plan
- Bondi Junction Evening, Culture and Entertainment Strategy
- Economic Development Plan
- Sustainable Visitation Strategy
- Local Strategic Planning Statement
- Library Strategic Plan
- Cultural Diversity Strategy

3. Purpose

The Waverley Arts, Culture and Creativity Advisory Committee will support Waverley Council in the delivery of its Arts and Culture Plan. The plan sets the long term vision for culture in the Waverley Local Government Area and provides a roadmap for Council, the community and partners to work together towards an exciting and engaging arts and cultural life for our area.

Waverley Arts, Culture and Creativity Advisory Committee members represent the community in an advisory role to Council. Committee members provide knowledge and diverse perspectives about creative practice, arts and cultural activities and events relevant to the Waverley area and Council's Arts and Culture Plan, Public Art Masterplan, Bondi Pavilion creative program and other key strategies, policies and guidelines.

The committee will:

- Foster the ongoing development of quality, diverse and creative arts and culture to enhance public access and experience of the arts.
- Advise Council on the selection and development of public art works and arts programming that serve to reflect our heritage and cultural identity.
- Involve the community by informing and promoting public art and arts and culture programs.

4. Objectives

- Support Waverley Council in the on-going delivery of its Arts and Culture Plan by providing input into Council's arts and culture processes and projects.
- Contribute to the development and enhancement of a strong, recognisable profile for arts, culture and innovation in Waverley that reflects the local identity, diversity, and values of Waverley.
- Support and contribute to Council's aspirations to establish Waverley as an international arts and culture destination.
- To support public art in Waverley and encourage creative and innovative design in the built environment that enhances and contributes to the provision of quality facilities and amenities.
- Provide input to consideration of Council's priorities for innovation, arts and cultural development within the Waverley area, within the parameters of Council's strategies and policies.
- Provide input and advice on the arts and culture program at Bondi Pavilion, and the performance of Bondi Pavilion as a thriving Community and Cultural Centre.
- Facilitate communication between community representatives, cultural organisations and Council in arts and cultural related disciplines, and assist in gathering input from the local creative community in future cultural planning opportunities

- Contribute to the reviews of Council's arts and cultural strategies, policies, programs and services, and integrate art policy content into relevant Council processes, policies and documents.
- Provide input into the assessment of applications or proposals related to public art including commissions, cultural residencies programs and related recommendations to Council.
- Provide advice for public art or visual art elements to be incorporated into private sector development projects.
- Identify funding sources for culture in Waverley, including sponsorship and philanthropic opportunities for Council's consideration.
- Provide expert advice and recommendations regarding gifting and acquisitions, as well as deaccessioning works held within the Waverley Council Public Art Collection, in accordance with the processes prescribed in Waverley Council's Acquisition and Deaccessioning Guidelines.

5. Requirements

To regularly attend Committee meetings and contribute to achieving the objectives of the Waverley Arts, Culture and Creativity Advisory Committee. Other duties that may reasonably be determined and agreed by Committee members.

Where a committee member does not attend scheduled committee meetings on three consecutive occasions without advising Council staff, they are deemed to have retired from the Committee.

6. Scope

The scope of the Waverley Arts, Culture and Creativity Advisory Committee in providing advice, includes the following:

- Events Policy and Guidelines
- Artists in Residence Programs
- Permanent and Temporary Public Art commissions and proposals received within the context of the Public Art Masterplan and Public Art in the Private Domain development assessments
- Bondi Pavilion and Boot Factory arts and culture programming
- Bondi Story Room themes, content and program development
- Mentorship programs and other community and creative sector networking programs/opportunities
- Funding opportunities, including grants, philanthropy, and sponsorship
- Promotion and communication of Waverley's cultural infrastructure and programs.

Limitations to scope:

- The Waverley Arts, Culture and Creativity Advisory Committee is an advisory body only.

7. Committee structure

Chairperson: The Mayor or the Mayor's delegate

Committee members will be appointed, to a maximum total of 13 places including the Chair, for a period of two years. Up to four (4) reserve representatives for will also be appointed for the same two year period.

The selection panel will ensure that the committee is comprised of:

- i. Up to three (3) Waverley Councillors.
- ii. Up to eight (8) industry professionals and others, at least four of whom live or work in Waverley, who have relevant expertise and experience in the advancement of arts and culture, and represent a mix of artists and arts workers and art forms including a minimum of:
 - a. Two specialists in public art/landscape design, architecture or urban planning
 - b. Two specialists in theatre, performance, literature, festivals, production or music
 - c. One specialist in the area of art, heritage, public programming or collection management
 - d. One specialist in the area of Indigenous practiceand who together offer a mix of ages, ethnicities, expertise and relevant skills.
- iii. Up to two (2) arts and cultural organisation representatives from sector specific bodies such as the Australia Council for the Arts and Create NSW.

Administrative support: Waverley Council staff.

Relevant Council staff will attend meetings to provide advice.

Any Councillor or General Manager/Director may attend meetings.

8. Selection

The committee's selection panel will comprise:

- General Manager or General Manager's Delegate
- Executive Manager, Arts, Culture and Events
- Manager, Arts and Culture.

The selection panel will strive to ensure that the committee includes a range of members with a mix of expertise and relevant skills including:

- Background, experience or expertise in performing arts, visual arts, public art and/or curatorial, architecture, design, landscaping or other arts related disciplines.
- Interest in and passion for the arts in Waverley.
- Being a local resident of Waverley Council or with close connections to the Waverley area.
- Experience in sourcing sponsorship, philanthropy, or other partnership opportunities.
- Experience in working with community groups and on community cultural development projects.
- Commitment to EEO, OH&S, risk management, environmental protection and ethical principles.

The selection panel will seek out members with a willingness to work collaboratively, and who together represent a mix of ages and ethnicities as well as sector expertise and experience.

The term for community and expert members will be two years. Ensuring a mix of experience, tenure and opportunities for new voices will be prioritised.

A recommendation about the membership of the Waverley Arts, Culture and Creativity Advisory Committee will be prepared for the consideration and endorsement of Council. Officers may seek further information from nominees or their referees as part of the selection process.

9. Meetings

Meetings will be held quarterly or more frequently as required.

The quorum for a meeting of the committee will be a majority of Committee members of whom one must be the Mayor or the Mayor's delegate.

An annual schedule of committee meetings will be determined at the start of each calendar year for distribution to committee members and all Councillors.

Agendas, papers and meeting details, including date, time and location, will be provided at least one week before the meeting to committee members and all Councillors.

At the discretion of the Chair, members of the public or subject experts may be invited to speak to or provide advice on issues being considered by the Committee.

Decisions will be made by simple majority vote and recorded in the same way.

Where these Terms of Reference do not address the conduct of the meetings, Council's [Code of Meeting Practice](#) will apply.

Minutes of all committee meetings are public documents which are published following the determination of Council.

Meetings may be held in person, online or in a hybrid format.

10. Working groups

Working groups may be established to investigate sector specific issues and opportunities, drawing from the membership of the Waverley Arts, Culture and Creativity Advisory Committee.

The establishment of working groups must consider and acknowledge that the following entities already operate:

- Waverley Multicultural Advisory Committee
- Waverley Reconciliation Advisory Panel
- Waverley Disability and Inclusion Advisory Panel.

The Waverley Arts, Culture and Creativity Advisory Committee notes the operation of these entities and is obligated to remain informed of their activities and recommendations.

11. Conflicts of interest

Committee members are subject to the [Waverley Council Code of Conduct for Council Committee Members and Other Council Officials](#).

A committee member who has a pecuniary interest or non-pecuniary conflict of interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.

For pecuniary interests, the member must not be present at, or in sight of, the meeting:

- at any time during which a matter in which the member has a pecuniary interest is being considered or discussed by the Committee, or
- at any time during which the Committee is voting on any question in relation to the matter.

Non-pecuniary interests may be addressed either by:

- Not being involved by leaving the room in which the meeting is taking place and not taking part in any debate or vote on the issue, or
- No action being taken where the potential for conflict is minimal. However, the Councillor or Committee member should consider providing an explanation of why it is considered that a conflict does not exist.

For the duration of their term, members of the Waverley Arts, Culture and Creativity Advisory Committee and their relatives (as defined in the Waverley Council Code of Conduct) are ineligible from applying for programs run by Waverley Council including but not limited to: Waverley Artist Studios, Bondi Pavilion Gallery program, Waverley Library Gallery program, Waverley Art Prize, Waverley Youth Art Prize, Bondi Pavilion Theatre Program, Bondi Festival, Bondi Wave, Public Art Tenders (permanent or temporary), the Bondi Beach Sea Wall, Bondi Pavilion Local Creative Collaborations grants and Community Small Grants program or any other program produced by Waverley Council which would benefit the member either directly financially or through critical recognition.

Potential conflicts of interest will be dealt with at the commencement of the meeting at which the agenda item is being considered and will be disclosed and handled in accordance with the Waverley Council Code of Conduct and Code of Meeting Practice.

12. Media

Members of the committee are not to speak to the media in their capacity as committee members.