



Visual Arts Advisory Committee Terms of Reference

1. HISTORY

The Whitehorse Art Collection was established in 1927, with an Art Advisory Committee being formed in 1983. The Committee advised Council on the acquisition, display and development of the Collection. In early 1991 the first Curator was appointed and a new Visual Arts Advisory Committee (VAAC) formed replacing the prior Committee. The Collection was fully documented in the early 1990s and an active conservation and acquisition program was developed.

2. PURPOSE

The purpose of the VAAC is to provide advice, information and recommendations (where appropriate) to Council in matters relating to;

- Development of the Whitehorse Art Collection including artwork acquisitions and de-accessions
- Conservation and management of the Whitehorse Art Collection
- Display and interpretation of the Whitehorse Art Collection
- Development of the Collections Policy
- Education and public programs at Whitehorse Artspace
- Public art commissions, acquisitions and conservation

In conducting its activities associated with its purpose and scope the VAAC will;

- Accord to the Terms of Reference and any relevant Council resolution
- Provide honest, considered, constructive and impartial advice to Council that will improve decision making
- Provide advice on strategic and other planning work related to visual arts to inform Council direction and action
- Foster a culture that seeks to understand and explore diverse views of Committee members so that the VAAC advice reflects a diversity of views

3. SCOPE

This Terms of Reference is specific to the VAAC and relevant to all its members. The scope of the VAAC is to act in an advisory capacity to Council only and has no delegated authority to make decisions.

4. MEMBERSHIP

The membership of the VAAC will comprise of:

CHAIRPERSON

1 Councillor
1 Year Term

SUBSTITUTE

1 Councillor
1 Year Term

COUNCIL OFFICERS

Manager Arts and Cultural Services
Cultural Services Coordinator
Curator (VAAC Program Lead)

COMMUNITY MEMBERS

7 Members
3 Year Term

Vacancies

A VAAC member may resign at any time. Notice of resignation should be provided in writing to the Curator responsible for the Committee.

A VAAC member that fails to attend three (3) consecutive meetings without prior notice, may be requested to explain their absence. If insufficient reason is provided and absence remains, the membership is deemed to have lapsed.

Co-opted VAAC Members may be brought onto the Committee as required. Co-opted members form an integral part of the structure as they provide an expert opinion and advice on specific issues that pertain to the activities of the VAAC.

Casual vacancies due to a community member resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.

5. RECRUITMENT OF COMMUNITY MEMBERS

A formal expression of interest and selection process is required.

Applicants will be assessed based on the criteria set out in this Terms of Reference.

- Council encourages Committee membership that reflects the diversity of the community.
- Officers will assess the applicants to determine whether they comply with the membership criteria

- Community Member appointments will be for a three-year term, with extensions offered for another three years after the initial term to ensure consistency in the development and management of the Whitehorse Art Collection.
- Community Members will have the opportunity to reapply when their term expires and may serve for a period longer than three years to ensure expert advice is maintained in the development and management of the Whitehorse Art Collection.
- New applications for membership and applications to extend existing membership will be reviewed and accepted / declined by relevant Council Officers; the Curator (VAAC Program Lead), Manager Arts & Cultural Services and / or Cultural Services Coordinator.

Community Members Selection Criteria

The membership structure of the VAAC represents a range of local government, education, private and community interest in the development and custodianship of the City of Whitehorse Art Collection. Membership will comprise of Council representatives and a minimum of seven Community representatives recruited with the following areas of expertise:

- An emerging or established visual artist living or practicing locally
- A practicing curator or representative from an arts or museum sector organisation
- An educator or professional representative from a tertiary education institution – Arts, Arts Management, Curatorship or Museum Studies
- A representative from a secondary school – Art Teacher

All applications will be assessed against the following criteria:

- A strong understanding of contemporary ideas and issues relating to the arts sector.
- A strong understanding of visual art and the objectives of public galleries and collections.
- Represent diversity including age, gender, ability, cultural background, and (if relevant) arts practice
- Demonstrate commitment to actively and constructively contribute to the VAAC, and willingness to engage in open and respectful discussions

6. ROLES

Chairperson	Substitute
<ul style="list-style-type: none"> • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council 	<ul style="list-style-type: none"> • In the absence of the Chairperson, the Substitute will take up the role of Chairperson for that meeting.

All Committee Members	VAAC Program Lead
<ul style="list-style-type: none"> • Act with integrity. • Impartially exercise their responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage. • Avoid conflicts between their Committee role and their personal and/ or professional interests and obligations. • Keep informed of current developments and issues in the Visual Arts and Museums sectors • Be familiar with the Collections Policy • Prepare for and actively participate in meetings 	<ul style="list-style-type: none"> • Act as the key contact for the Council Committee. • Prepare agendas, keep minutes of the meetings, follow up on actions identified in meetings. • May delegate minute taking and agenda preparation to another Council Officer if the VAAC Program Lead is presenting at the Council Committee meeting. • Coordinate the administration of Council Committee meetings in the prescribed frequency. • Provide access to objective, relevant and timely information to inform the participation of members between meetings. • Support individuals to access reasonable support to enable meaningful and informed engagement.

	<ul style="list-style-type: none"> • If unavailable, the Council officer will arrange for a suitable substitute to perform the duties.
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*A Council officer will be assigned as the VAAC Program Lead

No individual member, including the Chairperson, has authority to make sole decisions or act on behalf of the Committee.

7. MEETINGS

Frequency & Duration

The VAAC will meet up to 4 times per year at Box Hill Town Hall, with no meeting held in January. Meeting duration is approximately 1.5 hours

Quorum

A meeting can only take place with a minimum quorum consisting of:

One (1) Councillor and

Four (4) Community Members, and one Council Officer

If a quorum cannot be met then the meeting must be rescheduled for a more suitable time and day.

Agendas and Minutes

Agendas and Minutes will be submitted by the VAAC Program Lead and distributed to all Committee members pre and post the scheduled meeting.

The Meeting Minutes will be circulated to members via email within two weeks of the meeting date. Meeting Agendas will be circulated no less than two days before a meeting.

Advice on Art Acquisition

Only Councillors and Community Members are eligible to cast a vote that advises Council on the acquisition of artwork. There must be a quorum to vote and a decision to vote will be made by the Chairperson. Voting may be by a show of hands and where a 'tie-breaker' is required, the Chairperson will have the casting vote.

Consistent with the Whitehorse City Council Conflict of Interest Policy, no works by members of the Visual Arts Advisory Committee, or their connections, can be considered for paid acquisition whilst they are members of the Committee. A Committee Member must declare any Conflict of Interest prior to the voting process and must step aside during a vote on an artwork acquisition or donation that they may have a personal interest in. In between VAAC meetings, information about potential acquisitions may be forwarded between the Curator and the Visual Arts

Advisory Committee. Advice and/or votes may be obtained by email, with the results tabled at the next meeting.

8. RESPONSIBILITY

Community Engagement

The Council Committee will uphold the community engagement principles specified in section 56 of the Local Government Act 2020 and as outlined in Council's Community Engagement Policy.

Conflict of Interest

Conflict of interest is essentially about transparency. A failure to provide the right level of transparency or to take appropriate action may be perceived as an indicator of impropriety.

Where a member has a conflict of interest, they must advise the Chair in advance of the meeting and no later than the beginning of the meeting. The member must leave the leave during discussion.

Confidentiality

Committee members may be privy and exposed to sensitive or confidential information during the course of their role.

Members must not discuss or release any information gained as a part of their role on the Council Committee.

Privacy

Member email addresses provided to the Curator will be shared with other members of this committee for the purpose of organising meetings and distributing shared information.

Under any other circumstances, permission will be sought from individual members before personal information is shared with any other Council staff or third party. The information that you provide will remain for the use of Council and will not be disclosed except as required by law or if consent is provided to do so.

9. REVIEW

The Terms of Reference should be reviewed every 3 years.

Approval date:
November 2024
Next review date:
November 2027