

ATTACHMENT A

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**CURATORIAL ADVISORY PANEL  
TERMS OF REFERENCE**



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## CITY OF SYDNEY

### CURATORIAL ADVISORY PANEL

#### TERMS OF REFERENCE

#### **APPROVAL AND REVIEW**

##### **Review Period**

Director City Life will review these terms of reference every four years *or as required*

##### **Review Date**

September **2019**

##### **TRIM Reference Number**

Document Number (TRIM)

#### **AUTHORISATION**

Approved by Council on XXXX

## CITY OF SYDNEY

### CURATORIAL ADVISORY PANEL

#### TERMS OF REFERENCE

The City of Sydney maintains a significant collection to preserve the tangible evidence of the civic history and everyday traditions significant to the City of Sydney and its civic properties, including Town Hall.

The Curatorial Advisory Panel and the Curatorial Policy of the Civic Collection govern the management of this important collection.

#### 1. Purpose

1.1 The primary role of the City of Sydney Curatorial Advisory Panel ('the Panel') is to provide professional advice and expertise to inform the procedures and management of the collections of artworks, furnishings, historical items and official gifts (the 'Civic Collection') acquired by the City of Sydney.

1.2 These terms of reference set out the expectations and responsibilities of members of the Panel.

#### 2. Role

2.1 The Panel will provide advice to the City in relation to:

- a) management and development of the Civic Collection through acquisition, commission, donation and curatorial management in accord with standard procedures and requirements;
- b) display and interpretation of the Civic Collection for the benefit of the people of Sydney, its workers and visitors, including long term loans;
- c) acquisition and disposal strategies for the collection as a whole, and for each of the categories:
  - furniture, fixtures and fittings
  - artworks, decorative arts and historical items
  - civic memorials
  - architectural features, fabric and fittings
- d) promoting an increased knowledge and understanding of the Civic Collection;
- e) input into policy development, planning and advice to Council in regard to the Civic Collection.

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2.2 The Panel is bound by the Curatorial Policy of the Civic Collection.

2.3 The Panel is not an executive panel or committee, and is not authorised to undertake work or to engage artists, designers or craftspeople on behalf of the City of Sydney.

2.4 External Panel members are not authorised to represent the City in any communication with the public.

2.5 Panel members and their families are prohibited from acquiring de-accessioned items from the Collection by any means.

## 3. Panel Composition and Coordination

### (a) Membership

3.1 The Panel was established by a resolution of Council on 11 December 2006.

3.2 The Panel consists of up to six members, including:

- a) The Lord Mayor (or nominee)
- b) Chief Executive Officer (or nominee)
- c) **Director City Life (or nominee)**
- d) Curator, City of Sydney Civic Collection
- e) **Two experts in the fields of art and public historical display external to the organisation, appointed on the recommendation of the Chief Executive Officer and ratified by Council.**

3.3 Other relevant City staff may be invited to assist the Panel as required.

~~3.4 Council may at its discretion appoint members to the Panel from time to time outside these terms of reference.~~

**Experts may be engaged by the Chief Executive Officer as required to provide advice to the Panel on particular matters or projects and will be remunerated at the same rate as the Panel.**

### (b) City of Sydney Curator's Role

3.5 The Panel will be coordinated by the City's Curator, Civic Collection including meetings, agendas, minutes, and other logistics.

### (c) Panel Selection Process

3.6 The **Two** external Panel members will be appointed **on the recommendation of the Chief Executive Officer and ratified by Council.**

3.7 External Panel members are appointed as individuals to the Panel, based on their expertise and skills, not as representatives of the organisation in which they may be employed.

3.8 If an external member resigns from the Panel during their term, the **Chief Executive Officer** City may appoint a replacement member who has similar expertise and skills **for the duration of the term**.

## **(d) Term of Appointment**

3.10 External Panel members will be appointed for a minimum period of two years. Each appointment will be reviewed every two years after consideration of Council priorities in respect of the Collection.

3.10 External Panel members who have served for two years on the Panel may be invited by the City to extend for a further term of two years, serving a maximum of two terms consecutively.

**3.11 The appointment of Panel members will be staggered to ensure smooth transition. When Panel membership is reviewed at the end of a two year term, one Panel member may be recommended for retention for a further two years to facilitate the handover to a new Panel member.**

## **(e) Payment**

3.12-3.14 Independent members of the Panel will be paid a fee of \$300 for each meeting that they attend.

## **4. Meetings**

4.1 Meetings will be held four times per year. ~~The Chair (or nominee) reserves the right to Meeting times and venues will be~~ The Chair (or nominee) reserves the right to:

- a) **Determine the meeting times and venues; and**
- b) hold additional meetings as required for specific projects.

**4.2 Matters which arise outside the quarterly meeting schedule and which require Panel advice may require the timely input of Panel members by email or telephone contact.**

4.3 Meeting dates, venue and time are to be provided to the Panel with an agenda three weeks before each meeting.

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4.4 A meeting quorum requires a minimum of three members, including the Chairperson, the Curator and one external Panel member. The Chairperson will determine at commencement of the meeting if adequate numbers are present to conduct a meeting.

4.5 The Chairperson (or nominee) will chair the meeting of the Panel, unless due to unavailability, they delegate their role in advance to another panel member.

4.6 An up to date mailing list will be kept of all members' details.

4.7 The City will take minutes of Panel meetings. The minutes will include:

- a) attendance
- b) apologies
- c) declarations of conflicts of interest,
- (d) ***standing agenda items*** and
- (e) a record of recommendations made by the Panel.

***4.8 The City may call an extraordinary meeting of the Panel with at least fourteen days' written notice in advance.***

***4.9 The City may contact members of the Panel outside meeting times when matters arise which require urgent attention regarding acquisitions.***

## **5. Conduct and Disclosures**

5.1 Members must act lawfully with integrity and professionalism.

5.2 Members must comply with pecuniary interest requirements and other requirements of the Local Government Act 1993 for persons providing advice to a council.

5.3 Panel members must maintain confidentiality of Panel matters at all times.

## **6. Working Parties**

6.1 The Panel may establish time-limited working parties to address specific issues and projects and the Panel may co-opt relevant Council and community members to these working parties.

## **7. Review**

7.1 The terms of reference and operation of the Panel may be reviewed by the City from time to time or will be reviewed every 4 years.

7.2 Recommendations for amendments to the Terms of Reference can be made at any time. Amendments to the Terms of Reference are to be approved by Council.