



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that of a meeting of Art & Culture Advisory Committee will be held:

DATE: Tuesday 19 February 2013

TIME: From 4.00pm to 6.00pm – maximum 2 hours

PLACE: Manly Art Gallery and Museum

COMMITTEE MEMBERS:

Councillors

Mayor Jean Hay AM (ex officio)
Clr Burns
Clr Bingham
Clr Heasman

Manly Council
Manly Council
Manly Council
Manly Council

Other Representatives

Jeanette Bywater
Louise Rice
Sue McCuaig
Warren Langley
Akky Van Ogtrop
Gina O'Neil
Janie Raffin

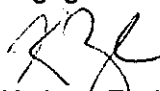
Community member
Community member
Community member
Community member
Community member
Community member
Community member

Council Staff

Michael Hedger
Katherine Roberts

Director MAGAM
Senior Curator MAGAM

All other Councillors are free to attend as observers and are invited to do so and to engage in discussions, but not in voting, on any matter before the Committee.


Kathryn Fayle
Divisional Manager HS&F
12 February 2013



Meeting to be held on TUESDAY 19 FEBRUARY, 2013 AT 4.00PM
Manly Art Gallery and Museum

- Arts and Culture Committee Agenda 19 February 2013



TO: Art and Culture Advisory Committee

MEETING DATE: 19 February 2013

AUTHOR: Secretariat

SUBJECT: Proposed Committee meeting dates for 2013

1. INTRODUCTION

Below are proposed meeting dates for the **Art and Culture Advisory Committee** for 2013.

2. INFORMATION

The following table sets out the proposed meeting dates for the **Art and Culture Advisory Committee** meetings for 2013. The meetings have been scheduled for the first 3rd Tuesday of the month, meeting to commence at 4.00pm, at the Manly Art Gallery and will run for a maximum of 2 hours, as per the current meeting schedule

Jan 2013	Feb 2013	Mar 2013	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013
	19		16		18		20		15		17

3. RECOMMENDATION:

That the proposed dates for 2013 be approved.

Secretariat
Corporate Services Division

Date: 10 January 2013



TO: Arts and Culture Committee

MEETING DATE: 19 February 2013

AUTHOR: Katherine Roberts, Senior Curator

SUBJECT: **Report 5 – 2013 Exhibition program, loans and Collection**

1. INTRODUCTION

Following is an update on exhibition and collection.

2. INFORMATION

Collection Management:

- A number of artworks from the collection are on loan: Ethel Carrick Fox's *Manly: Summer is here* to National Museum of Australia for its *1913* exhibition from March to August and then to the Royal Academy in London for *Australia: land and landscape* exhibition (September – March 2014) being organized by the National Gallery of Australia; five paintings by Thea Proctor, Grace Cossington Smith and Margaret Preston to Lismore Regional Gallery for *Verve: Australian Women Modernists*; Shay Docking *Volcanic Island of Red Yachts Racing* to Macquarie University Art Gallery; Danie Mellor's *A New Earth* to the Australian Museum for its *Menagerie* exhibition; and soon Desiderius Orban *Gothic Landscape* will go to Orange Regional Gallery for its *Ways of Seeing* touring exhibition.
- Gallery staff are meeting on Wednesday 20 February 2013 for the annual Collection Management meeting to discuss the acquisitions hit list, storage, cataloguing, and digitization of the 5 collections.
- A new ceramics exhibition, *Plates, Pots and Platters* has been installed in the Lady Askin Ceramics Room

2013 Exhibitions Program

- Sixteen new exhibitions will run across the 5 exhibition spaces through 2013. Particular highlights include *Express Yourself* and the announcement of the Theo Batten and MAG&M Society Manly Youth Art Awards on 8 February 2013; Museum artist in residence program with photographer Chuck Bradley as part of the Heritage Festival in April; John Ogden's survey as part of the *Head On* photo Festival in May, *Sensorial Loop* - Tamworth Fibre Textile Triennial touring exhibition in June; regional artist Chris Langlois touring survey exhibition as part of the Manly Arts Festival; *Keeping Company with the Collection* in November connecting member artists with the Gallery collection; and Bill Leak survey in December.

- Staff have also held a meeting with choreographer and filmmaker Sue Healey about showing her moving portraiture installation over the summer period in the Access Gallery with associated performances.
- Gallery staff are developing a new touring exhibition, *Chris Langlois: Points in Time* which will tour to 5 other regional galleries and comprise a catalogue and film.
- Gallery staff are also working toward the development of a Strategic Marketing Plan (including website, gallery façade and promotion)

RECOMMENDATION:

That the report is received and noted.

Katherine Roberts, Senior Curator MAGAM

19 February 2013



TO: Arts and Culture Committee

MEETING DATE: 19 February 2013

AUTHOR: Michael Hedger Director, MAGAM

SUBJECT: **Report 6 – Public Art**

1. INTRODUCTION

New York public artist, Kendal Henry will present a workshop and then a program on Public Art on 1 March.

2. INFORMATION

Eramboo has initiated a visit by New York artist Kendal Henry to Sydney in March, following his residency in Melbourne. He will give a workshop entitled *What is Public Art?* At MAGAM on Friday 1 March from 10.00 – 11.30am. A call out has been made for participating artists.

Participants who join the group will be expected to create an artwork at Eramboo and install it in the surrounds of MAGAM during the week ending 9 March. They will be restricted to \$50 each for any materials.

It is hoped that this event will create interest for the Manly Arts Festival by Ed Woodham.

Susan Milne and Greg Stonehouse will give a short presentation on the proposed visit by Ed Woodham. His visit and work will be MAGAM's major component to the 2012 Manly Arts Festival.

RECOMMENDATION:

That the report is received and noted.

Michael Hedger Director, MAGAM
19 February 2013



TO: Arts and Culture Committee

MEETING DATE: 19 February 2013

AUTHOR: Michael Hedger, Director MAGAM

SUBJECT: **Report 7 - Facilities Management**

1. INTRODUCTION

Following is an update on the maintenance of MAGAM.

2. INFORMATION

Roofing: Because of the recent heavy storms, the Gallery's roof has leaked in at least three places: at two points in the foyer and in one point in the Rubbo Gallery, causing water to be flooding through those two rooms. Roofing contractors have patched the offending spots and a full report on the roof is being prepared by the Facilities Manager.

Floors: Because of the flooding, the annual oiling of the gallery floors has been postponed until May.

Museum showcases: A budget bid has been prepared to replace the northern wall showcases in the Museum. The existing ones have been in place since the Museum opening in 1982 and are inadequate to show large objects. If the bid is approved, it will initiate a reworking of the space where the western wall showcases will be removed and the horizontal showcases purchased last year from the Arthur Boyd / Bundanon exhibition will be installed.

Foyer lights: Two new lighting tracks will be installed to replace the spotlights once the ceiling is repaired following the leaks.

Curatorial offices: It is proposed to install a long single shelf above each of the desks, freeing up space on the desks.

RECOMMENDATION:

That the report is received and noted.

Michael Hedger, Director MAGAM
12 February 2013



Manly Council Art and Culture Advisory Committee

***This Special Purpose Committee has been established
under the Local Government Act, 1993***

The Status of the Committee is purely advisory

Terms of Reference

1. Title

The Committee shall be known as the Art and Culture Committee (hereinafter called the Committee).

2. Role and Objectives

This is a Special Purpose Advisory Committee, convened by General Manager, to provide a forum for discussion and recommendation to Manly Council to:

Advise Council on matters in relation to programs, services and facilities of a cultural nature controlled by Council.

- The exhibitions program, collection management and acquisitions and other cultural matters which involve the Art Gallery and Museum.
- Events, Festivals and cultural programming.
Public Art initiatives.
- Partnerships with other community and cultural providers which further the cultural aims and objectives within Council's Management Plan.
- Continuous increase in visitor numbers / community involvement.
Priority Areas:
- MAGAM should hire the venue only to appropriate events such as book launches, smaller concerts etc.

- More workshops, seminars and children's programs should be introduced
- Maintenance budgets should be increased annually, particularly for the air conditioning system
- The Committee should continue to liaise with the Landscape Management & Urban Design Committee on Public Art issues.

3 monthly visitor numbers should be reported to the Committee.

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

3. Management

A. Membership of Committee

The Committee shall consist of:

Councillor representatives (and the Mayor ex officio):

- Councillor Bingham
- Councillor Burns
- Councillor Heasman

8 Community members.

The Community members shall serve on the Committee in a voluntary capacity.

Membership of the Committee shall be reviewed in September 2016.

The quorum for the Committee is 5 members.

This Committee meets bi-monthly.

B. Absence from Meetings

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

C. Resignation from the Committee

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member.

D. Notification of Vacancies

The Committee shall notify the General Manager promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Committee. The Committee shall submit to the General Manager within 28 days the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

4. Duties of Officers

A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
- Ensure all committee members have the opportunity to participate in the meetings.
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Committee.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Comply with Council's Guide to Ethical Behaviour: Staff.
- Record the minutes in the meeting, prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the committee.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Committee, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

C. Members

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

5. Meetings

- A **QUORUM** shall comprise a majority of members on the Committee. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.
- A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

6. Working Groups

- The Committee may appoint any number of Working Groups at any time to investigate any matter or thing to which the Committee may require information or to organise and manage, subject to the control of the Committee, any activity which may be considered by the Committee to be essential to the objectives of the Committee.
- Each Working Group appointed shall have Terms of Reference and a fixed term.
- The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.

7. Minutes, Communications and Reporting

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- Once the draft minutes have been approved they will be referred to the Chair of the Committee for confirmation. The draft minutes will then be circulated to Committee members. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Committee meeting and then

reported to the next available Council Meeting.

- All agendas shall be published on Council's website prior to the meeting.
- All minutes shall be published on Council's website within 5 days of adoption by Council.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

8. Insurance

- Council shall effect personal accident insurance on Committee members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Committee and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

9. Statutory Requirements

- The Committee shall ensure that the *Local Government Act 1993* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

10. Dissolution

All committees are automatically dissolved from the date of the quadrennial election.

Adopted

Modified

Addendum:

Councillor Members:

- Councillor Bingham
- Councillor Burns
- Councillor Heasman

And the Mayor ex-officio

Community Members:

Jeanette Bywater
Margo Bavington
Warren Langley
Sue McCuaig
Gina O'Neill
Gina Raffin
Louise Rice
Akky VanOgtrop