



INFORMATION PACKAGE

Public Art Panel



For further information about the role contact:

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or

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**Written applications must be received by
close of business on Wednesday 18 September 2019**

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1. Advertisement

The Town of East Fremantle is seeking applications from interested people with relevant qualifications and expertise wishing to fill a vacancy on the Town of East Fremantle Public Art Panel.

The Public Art Panel guides the Town of East Fremantle Public Art Strategy in accordance with associated policies, processes and procedures. The Panel meets quarterly.

The Policy and membership criteria are available on the Towns website www.eastfremantle.wa.gov.au. For further information or any queries, please contact Karen Dore, Coordinator Capacity Building, on 9339 9339 or email kdore@eastfremantle.wa.gov.au.

Written applications stating qualifications in the field/s of art, architecture, urban design and/or culture should be submitted by close of business on Wednesday 18 September 2019.

Gary Tuffin
Chief Executive Officer

2. Application Process

Selections will be based on which applicants demonstrate the highest merit for the position.

2.1 Required Documents

Please provide the following documentation:

- **Covering Letter**

Please provide a covering letter with your application.

- **Curriculum Vitae/Resume**

This should provide personal details (e.g. name, address, telephone number), qualifications and professional memberships.

- **Application**

To apply, please submit a statement (in no more than 2 pages using 11 point font) that addresses the selection criteria. The statement should demonstrate that the applicant has the relevant skills, experience and suitability for the position in the context of the role statement. Selection Criteria can be found in the Terms of Reference.

2.2 Formal Qualifications

The position description addresses whether formal qualifications are a requirement. If required, photocopies of your qualification(s) or academic records should be attached to your application. Please do not submit originals.

2.3 Closing Date

The closing date for application is close of business, Wednesday 18 September 2019. Applications received after the closing date will not be considered.

2.4 Criteria for Membership Application

Status and Role of the Public Art Panel

The Public Art Panel provides guidance, in a non- adversarial and informal manner, to the Town's Administration and the Council in relation to the Town of East Fremantle Public Art Strategy. The Public Art Panel performs an advisory function only.

This position is a non-paid position.

Membership

1. The Membership of the Public Art Panel shall comprise of up to six (6) representatives, including the Chair, covering a range of expertise and ideally made up as follows:
 - two (2) Elected Members (including the Mayor or their representative);
 - the Chief Executive Officer (or their representative);
 - a Public Art Practitioner or Coordinator (preferably a WA State Government Percent For Art consultant); and
 - two (2) other specialists such as a practising artist, public art coordinator, curator, art historian, academic, art critic or design professional.

Preference will be given to residents of the Town who have a detailed knowledge of the composition of the Town. Non-residents may be appointed if suitable candidates cannot be established from the Town's residents or if determined by the Council.

Terms of Reference

1. To provide guidance for the Town of East Fremantle Public Art Strategy.
2. To act in an advisory capacity and make recommendations on specified projects in relation the acquisition of public art; development projects with public art components; and any proposed projects that have the potential for public controversy and/or risk to the Town's reputation (noting that this does not include the selection or approval of new works where they meet the Policy).
3. To provide expert advice in the development and review of the Town's public art program and on public art projects.
4. To help the Town achieve high-quality public art outcomes; an excellent reputation with stakeholders; effective relationships with partners and the arts sector.

Vacancies

Vacancies shall be filled by calling for nominations of external members. Members filling a vacated position will hold that position for the remainder of the four (4) years duration of the convened Public Art Panel, as approved by the Council.

2.5 Submitting your application

Applicants are requested to forward their application one of the following ways:

Delivered by hand, addressed to:	By post and should be addressed to:	Via email (in Word or PDF format) to:
Gary Tuffin Chief Executive Officer Town Hall, 135 Canning Highway EAST FREMANTLE WA 6158	Gary Tuffin Chief Executive Officer PO Box 1097 FREMANTLE WA 6959	Gary Tuffin Chief Executive Officer Town of East Fremantle admin@eastfremantle.wa.gov.au

3. Policy



PUBLIC ART PANEL

Policy Number:	4.1.6
Type:	Governance & Leadership
Legislation:	Local Government Act 1995
Delegation:	
Other Related Document:	Public Art Policy

OBJECTIVE

To establish a Public Art Panel to guide the Town of East Fremantle Public Art Strategy in accordance with associated policies, processes and procedures.

Policy Statement Definitions

"The Panel" means the Public Art Panel referred to in this Policy.

"Financial Interest" has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

"Proximity Interest" has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

"Impartiality Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

POLICY SCOPE

Background

Consultation and research undertaken has shown that it is best practice for Local Government Authorities to appoint a panel or committee with responsibility for making decisions and recommendations about public art.

The Town of East Fremantle Public Art Panel should comprise Elected Members, staff and dedicated experts in the field. It is important that Panel Membership covers a range of expertise in public art to ensure a balance of skill and opinion.

The Panel would conduct itself according to the role given to it by the Council, which would outline the Panel's responsibilities, operations and composition.

Status and Role of the Panel

The Public Art Panel will:

1. Oversee and make recommendations to the Council on matters related to:
 - 1.1 the strategic direction, policy and public program matters of the Town of East Fremantle Public Art Strategy;
 - 1.2 the development of public art project briefs;
 - 1.3 the deaccession, relocation, removal and disposal of public artworks; and
 - 1.4 to assess and determine the suitability of percent for public art proposals submitted in accordance with the Town's Percent for Public Art Policy
2. Consider the recommendations of specialist selection panels;
3. Assess the implementation of the public art annual action plan.

Positions on the Panel will be non-paid.

POLICY

Section 1: Terms of Reference

- To provide guidance for the Town of East Fremantle Public Art Strategy.
- To act in an advisory capacity and make recommendations on specified projects in relation the acquisition of public art; development projects with public art components; and any proposed projects that have the potential for public controversy and/or risk to the Town's reputation (noting that this does not include the selection or approval of new works where they meet the Policy;
- The Panel will provide expert advice in the development and review of the Town's public art program and on public art projects.
- The Panel's advice will help the Town achieve high-quality public art outcomes; an excellent reputation with stakeholders; effective relationships with partners and the arts sector.

Section 2: Membership

- The Town will engage the correct or suitable expertise (art, architecture, urban design and cultural expertise) to achieve high-quality art outcomes for the Town.
- It is important that Panel Members are specialists in their field and that the membership covers a range of expertise in public art to ensure a balance of skill and opinion.
- Artists, curators, architects and other design and cultural experts will help the Council achieve public art outcomes for the Town of East Fremantle that are world-class and innovative, and that surprise, delight, challenge and stimulate.
- Invitations to nominate for the Public Art Panel are to be advertised biennially. Nominees will be invited to provide a response to the criteria.
- The Council will appoint Panel Members on the recommendation of the administration following the assessment of applications.
- The Panel should have up to 6 representatives (including the Chair) covering a range of expertise and ideally made up as follows:
 - Two Elected Members (including the Mayor or representative);
 - Chief Executive Officer (or representative)
 - a public art practitioner or coordinator (preferably a Western Australian State Government Percent For Art consultant);
 - Two other specialists such as a practising artist, public art coordinator, curator, art historian, academic, art critic or design professional (expertise in theory and/or practice of contemporary art, urban design or related practice or national and international public art perspectives should be rated highly).

The Chairperson

The Panel Chairperson is an Elected Member of Council and appointed by Council.

The Chief Executive Officer shall give all assistance to the Panel Chairperson in respect to administrative support for the Panel.

Section 3: Meeting Procedure and Process

- Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Panel shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- Members will be required to provide sufficient notice of their ability or inability to attend the next scheduled meeting.
- Panel Meetings are not open to the Public.

Quorum

- A quorum for the meeting of the Committee will be 4 voting members (including the Chairperson).
- The Panel meeting shall not proceed unless a quorum is present.

Chairperson

The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair.

Agendas

- The Chief Executive Officer will determine the Agenda for each meeting. All meetings shall be confined to items listed on the Agenda. Agendas will be distributed to all members at least four (4) working days in advance of meeting dates.
- Detailed documents will be distributed to Panel members at least four (4) working days in advance of the meeting dates.

Minutes

- The Panel Chairperson (in liaison with the Chief Executive Officer) shall be responsible to ensure the preparation and accuracy of the Minutes/Meeting notes.
- Items considered at the meeting will not be formally voted upon. The Minutes/Meeting notes of the Panel will record consensus agreement and any points of agreement/disagreement. They will not reflect verbatim discussion on matters discussed during debate prior to consensus agreement being reached. The Minutes/Meeting notes of the Meeting will be prepared by an officer of the Town and distributed to members within five (5) working days after the date of the meeting.
- The Panel Minutes/Meeting notes are to be presented in the form of:
 - explanatory comments on the matters before Panel and general views regarding the proposal;
 - formal recommendation to the Council, where appropriate reflecting the views of the majority of members present at the meeting;
 - The Panel Chairperson will endorse the Minutes/Meeting notes and proposed recommendations; and
 - Original copy of the endorsed Minutes/Meeting notes to be retained for record purposes.

Administrative Support

A Town employee will be assigned to provide administrative support to the Panel. This person will be responsible for the following;

- Issuing of the Agenda;
- Recording of Apologies prior to the meeting;
- Preparation of the Minutes/Meeting notes;
- Room booking; and
- Catering requirements.

Code of Conduct

- The Town's Code of Conduct shall apply to members of the Panel.
- All Panel members shall be required to declare any conflicts of interest in matters being considered.
- A copy of the Town's Code of Conduct will be provided to each member upon their appointment.
- The Town's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

Conflict of Interest

All members need to be aware that any conflict of interest needs to be recognised. On receipt of the Agenda, if a member has an interest in the matter, then the member is required to declare the interest.

Any person who has a financial and proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

Financial and Insurances

The Town will arrange all insurance to cover Panel members whilst discharging their normal course of duty, including travel to and from the meeting.

Tenure of Appointment

- The Council will appoint a member to the Panel including the prescribed term and any conditions.
- The Panel Membership is normally for a period of 2 years from the period of the ratification of the Panel by the Council. (Generally the term is from November after the Ordinary local

- government elections.).
- Once selected by the Council, if a member fails to attend three (3) consecutive meetings of the Panel, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Panel. The Chief Executive Officer shall advise any member, in writing, when their membership of Panel is terminated.
 - The Council may terminate the appointment of any member prior to the expiry of his/her term, if:
 - The Chairperson and Chief Executive Officer consider that the member is not making a positive contribution to the Panel; or
 - The member is found to be in breach of the Town of East Fremantle Code of Conduct or a serious contravention of the Local Government Act 1995; or
 - A member's conduct, action or comments brings the Town of East Fremantle into disrepute.

Vacancies

Vacancies shall be filled by calling for nominations of external members. Members filling a vacated position will hold that position for the remainder of the vacant positions' term as approved by the Council.

Section 4: Related Policies and Plans

Interpretation and implementation of this Policy is in accordance with the Town of East Fremantle documents as outlined below.

- Town of East Fremantle Public Art Strategy
- Town of East Fremantle Local Planning Policy - Percent for Public Art
- Town of East Fremantle Public Art Annual Action Plan 2017/18 – 2020/21
- Town of East Fremantle Public Art Panel Policy

Other Related Policies or Plans

- Town of East Fremantle Strategic Community Plan 2017-2027

Section 5: Definitions

Public Art

For the purposes of this Policy, public art is defined as a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- *the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;*
- *landscape art enhancements such as walkways, bridges or art features within a public garden;*
- *murals, tiles and mosaics covering walls, floors and walkways; and*
- *sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.*

Public art does not include:

- *business logos;*
- *advertising signage;*
- *art objects which are mass produced or off the-shelf reproductions; and*
- *landscaping or architectural features which are considered by the Town to be normally integrated into the building or development.*

Public Art Definitions

For an extended list of detailed definitions please refer to the Appendices.

Responsible Directorate:	Community Services
Reviewing Officer:	Executive Manager Corporate and Community Services
Decision making Authority:	Council
Policy Adopted:	21/10/17
Policy Amended:	
Next Review Date:	

Appendices

A. Types of public art

The descriptors that follow indicate the diversity of approaches to public art projects.

- **Ephemeral Artworks:** those works that are short lived, based on a specific occasion or event and are transitory in nature. Ephemeral art describes projects that may be environmental, lighting or projection where there is no physical artwork created. The term also applies to physical works in non-permanent materials such as natural found materials that degrade as part of the art process.
- **Functional Artworks:** where the primary purpose of the element is utilitarian such as seating, lighting, bollards, rubbish bins, bike racks, shelters and paving. These can vary in form, scale or quantity, dependent on the location. Functional works can reinforce a design aesthetic or thematic concern and be playful, delightful or sophisticated.
- **Ground Plane Artworks:** form part of the ground in a public setting and may be experienced as carved/shaped paving elements, metal relief elements, toughened glass panels and ceramic or mosaic inserts, amongst others. Ground plane works are designed to be viewed closely by pedestrians in the space, potentially slowing their movement through the area and creating the opportunity for an intimate and personal engagement between the work and the viewer. Ground Plane works are useful as a way finding tool.
- **Iconic Artworks:** a significant, freestanding work, where the approach is largely independent of other considerations.
- **Integrated Artworks:** works that are fully incorporated within the design of the built or natural environment.
- **Interactive Artworks:** are works that are designed to encourage a tactile response.
- **Interpretive Artworks:** where the primary purpose of the artwork is to tell a story, describe, educate or comment on an issue, event or situation.
- **Intervention Artworks:** provoke an idea or thought or an element of surprise often in an unexpected location.
- **Landmark Artworks:** could be considered a signature or icon for a city. Large in scale or ambitious in concept, such works tend to be major stand-alone commissions and not part of a capital works project.
- **Medium Scale/Human Scale Artworks:** are artworks approximately the size of an average person. These artworks are easily interacted with and are accessible to pedestrians.
- **Memorial:** a structure, sculpture or other object erected to commemorate a person or an event.
- **Nodal Artwork:** an artwork that comprises of a series of component parts and a central focus element.
- **Site Specific Artworks:** designed specifically for and responding to a particular site through scale, material, form or concept.
- **Permanent Artworks:** refers to public art with a lifespan of at least twenty years.
- **Plaque:** a flat tablet or sign, affixed to an object, building or pavement, of metal, stone or other appropriate material, which may include text and/or images in order to provide interpretive information. Plaques may identify an artwork, commemorate a person, place, object or an event and/or provide historical text or information relevant to its location.
- **Street Art:** may include spray or aerosol art, stencils, sticker art, paste-ups (wheat pasting and poster art), video projection, art interventions, guerrilla art, flash-mobbing and installations.
- **Temporary Artwork:** refers to artwork that is made to last for a specific duration for example, one week or one year. This may include one off or scheduled events such as outdoor exhibitions or installations. The dynamic nature of temporary works are an important place activation tool.
- **Textural Artworks:** are small in scale, often items of architectural, streetscape and landscape detail, which contributes to the local character of a place.
- **Transition Artworks:** provide an element that links one space to another such as an internal to an external public space or a hardscaped space to a landscaped space.
- B. Definitions

Artist

A professional visual artist can be defined as a person who fits into at least two of the following categories:

- a person who has a tertiary qualification in the visual arts, or when the brief calls for it, other art forms such as multimedia;
- a person who has a track record of exhibiting their artwork at reputable art galleries that sells the work of professional artists;
- a person whose work is represented in major public or private collections; and

A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions. In some cases, this definition may be relaxed where it may be specified for a particular project.

For example, a project involving emerging artists, Indigenous artists, students or street/graffiti artists.

Artist Fees

That portion of the art project budget reserved for payment to the artist for his/her creative services for design, fabrication, and/or project management services.

Artwork or Work of Art

Any work or object designed by an Artist.

Collection Management

The administration and management of an Art Collection. This encompasses the management of collection records both electronic and hard copy, the database, catalogues, inventories and condition assessments, maintenance and conservation programs, accession of new acquisitions and overseeing the deaccession, disposal or relocation of public artwork.

Community Art

A process where the community initiates or participates in the art project.

Contemporary Art

Artwork created in the present day that engages with issues relevant to its time or uses materials and processes that are at the forefront of arts practice.

Hand-over

The transfer of ownership of an artwork from one party to another. This includes the transfer of legal title and the supplying of the Maintenance Manual and other associated contractual documents.

Maintenance Manual

Those forms completed by the artist detailing the maintenance and technical information for the completed artwork.

Public Art

Public art is a work of art that is created by an artist, sited in a visually accessible public location.

Public art can include (but is not limited to):

- the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- landscape art enhancements such as walkways, bridges or art features within a garden;
- murals, tiles and mosaics covering walls, floors and walkways; and
- sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.