



northern  
beaches  
council

**Terms of Reference  
Northern Beaches  
Creative Art Space Advisory Group  
Revised 27 November 2017**

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## 1. Purpose

An Advisory Group is being established to advise Council staff on the concept design of a proposed new Creative Art Space in the Northern Beaches local government area. Advisory Group members will be selected to represent views of the local residents, and the arts and culture sectors.

## 2. Background

At Council's meeting of 27 June 2017 the Merger Savings Fund was formalised through the adoption of an Administrator Minute. The Administrator Minute provided for:

- i. Creative Art Space at the northern end of the Northern Beaches local government area (e.g. Avalon or Newport) - \$1 million in 2017/18

The Administrator's funding commitment provides an exciting opportunity to deepen and diversify the cultural offerings on the Northern Beaches. It has been met with enthusiasm by the general community, and was keenly championed through the interim Arts, Culture and Heritage Strategic Reference Group and by prospective Councillors.

Key activities to date:

27 April 2017	Merger Savings Fund proposal announcement	At the Arts, Culture and Heritage SRG meeting, Council's Administrator made an announcement of plans to utilise the "Merger Savings Fund" for cultural outcomes, including a new cultural venue in the north.
27 June 2017	Administrator's Minute adopted	The Administrator's Minute provided \$1 million in 2017/18 for: Creative Art Space at the northern end of the Northern Beaches local government area (e.g. Avalon or Newport).
August – October 2017	Community Engagement – Phase 1	<ul style="list-style-type: none"><li>• General community feedback on <i>what should be a part of the Creative Art Space</i></li><li>• Expression of interest for Creative Art Space Advisory Group</li></ul>

## 3. Membership

Membership of the Advisory Group will be by self-nomination using an online form.

Up to 40 local community representatives will be selected by Council staff to ensure a diverse mix of skills and experience. The group will include:

- Representative(s) from the former Art, Culture & Heritage Strategic Reference Group
- Representative(s) from the business community, such as Chambers of Commerce or Business Associations
- Cross section of residents to represent the arts and culture sector
- Representative(s) younger than 25 years
- Male and female representatives

#### **4. Role of members**

Appointed members have a responsibility to:

- Attend and participate in series of sessions as outlined in the Proposed Work Plan and Schedule (see Attachment 1)
- Inform Council in advanced of a session if they are unable to attend
- Adhere to the Northern Beaches Council's Code of Conduct
- Disclose any conflicts of interest (this should include potential conflicts of interest associated with future procurement processes such as interest in tendering for the design and/or build of the project) All Conflicts of Interest including Pecuniary interests must be declared and recorded in the meeting notes.

#### **5. Terms of the Advisory Group**

The role of the Advisory Group is to provide feedback to Council on concept designs of a proposed new Creative Art Space in the Northern Beaches. The Advisory Group does not have any decision making authority. Additional information will also be gathered by Council through research and feedback from broader community engagement.

The Advisory Group will be in place until a final concept for the new Creative Art Space is presented to Council for adoption in mid-2018.

#### **6. Timetable for meetings**

Advisory Group meetings are scheduled in the Proposed Work Plan and Schedule (see Attachment 1).

Additional meetings may be convened. Council staff will inform members in advance if these are required.

Council will circulate an agenda/program to Advisory Group members prior to each session.

Meetings will not be open to observers unless granted prior approval from Council staff or by a consensus vote of the Advisory Group.

#### **7. Code of conduct**

All members of the Advisory Group are required to observe the provisions of the Northern Beaches Council's Code of Conduct and any other policy or applicable requirements..

Advisory Group members should act in a professional and responsible manner with the information they obtain as a member of the group require openness and honesty to function well. Group members should feel free to express their opinions and views without fear of recrimination. It is therefore important that group members respect each other (often despite differences) and work together to create an open and trusting atmosphere.

A breach of the Code of Conduct may lead to the member being removed from the Advisory Group and/or other appropriate action.

## **8. Confidentiality and privacy**

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information. More information about the legislation can be obtained by contacting Council's Public Officer.

Should a member become aware of any breach of the security, or misuses, of Council's confidential or personal information please contact the Public Officer.

All members of the Advisory Group are required to observe the provisions of the Northern Beaches Council Privacy Management Policy relating to their access to personal information.

Members are not to speak to the media in their capacity as Advisory Group members.

## **9. Reporting**

Meeting notes will be made available on the project webpage [www.yoursay.northernbeaches.nsw.gov.au/culturalspace](http://www.yoursay.northernbeaches.nsw.gov.au/culturalspace) following each Advisory Group session.

The concept plans/models developed will be presented to Council for endorsement prior to public exhibition.

## **10. New Creative Art Space - timeline**

Development of the Creative Art Space Concept Plans will be operated in four stages:

### **Stage 1 (August - October) – Information gathering**

- Broad community engagement.
- Research and mapping.

### **Stage 2 (November - March) – Concept Development**

Council and Advisory Group will use the findings from Stage 1 to drill down into possible models for the Creative Art Space.

With the Advisory Group's input, Council will create draft concept plans for public exhibition.

### **Stage 3 (April - May 2018) – Public Exhibition**

The Draft Concept Plans will be presented to Council to seek endorsement for a 28 day public exhibition.

### **Stage 4 (May – June 2018) – Final designs**

Feedback from Councillors, Advisory Group and community will be used to inform final designs. The final design(s) and business plan will be presented to Council for adoption. Once adopted the project will move to implementation.

## **Attachment 1      Proposed Work Plan and Schedule for Advisory Group**

### **Meeting 1**

Wednesday 6 December 2017, 6 – 9pm

Newport Community Centre, Main Hall, 11–13 The Boulevarde, Newport

- Introduction of Advisory Group members
- Summary of project background and context
- Visioning and needs identification
- Key user group identification

### **Workshop 1**

Wednesday 7 February 2018, 6 – 9pm

Avalon Recreation Centre, Activity Room 2, 59a Old Barrenjoey Road

- Review of project progress
- Workshopping operational models
- Workshopping built form/space considerations
- Identifying criteria for assessing possible locations

### **Workshop 2**

Wednesday 7 March 2018, 6 – 9pm (TBC)

Avalon Recreation Centre, Activity Room 2, 59a Old Barrenjoey Road

- Review of project progress
- Workshopping possible locations
- Operational requirements for the space

### **Additional Meetings**

March, May 2018 - Details to be confirmed

- Update on design development
- Proposals to be presented for public exhibition