Art Gallery Advisory Committee Terms of Reference

Section 1 - Establishment

(1) The Art Gallery Advisory Committee is established under Part 3 Section 15 of the Charles Darwin University Act 2003.

Section 2 - Functions and Responsibilities

(2) The Art Gallery Advisory Committee is established to advise the Vice-Chancellor and University on matters relating to the development, maintenance and use of the University's art collection including its long-term safety and sustainability.

(3) The Committee also advises on the following matters:

a. development, care and preservation of the CDU Art Collection including recommendations for appropriate storage facilities, acquisitions and deaccessioning of artworks, documentation and security;
b. accessibility to the collection by university students and staff, as well as researchers and the public to support teaching, learning, research and community engagement activities;
c. development of a CDU exhibition program with a three-year forward planning cycle and the management of the gallery as a public venue;
d. maintenance of professional industry standards, including the ethical management and appropriate governance of the collection and gallery;
e. strategic forward planning for the CDU Art Collection and CDU Art Gallery and its programs as well as its collection policy;
f. the establishment and maintenance of networks within the creative industries sector of the Northern Territory and beyond; and
g. the identification of fundraising initiatives and development of benefaction and philanthropic opportunities.

Section 3 - Membership

(4) Members of the CDU Art Gallery Advisory Committee are appointed by the Vice-Chancellor in the following categories and ex officio roles:

a. Three (3) representatives, external to the University, with expertise in gallery/museum practice and industry
b. One (1) First Nations representative external to the University
c. One (1) CDU academic staff member with relevant experience
d. One (1) Friends of CDU Art Gallery representative
e. Curator/Director CDU Art Collection and Art Gallery
f. Director Library Services
g. Deputy Vice-Chancellor Research and Community Connection
h. Vice-President Global and External Relations

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy Library for the latest version.

i. Representative, Marketing, Media and Communications

(5) Membership of the CDU Art Gallery Advisory Committee is by honorary appointment however, the University will cover or reimburse reasonable travel costs of Committee members to attend meetings of the Committee as necessary and with the approval of the Chair.

Section 4 - Working Parties and External Expertise

(6) The Chair may, from time to time, select and appoint working parties to assess, review or manage, on behalf of the Committee, specific issues or activities falling under the responsibilities of the Committee. Working parties will include at least one full member of the Committee and other persons as the Chair sees fit.

(7) Working parties report to the CDU Art Gallery Advisory Committee through one of the Committee members on the working party.

(8) The Art Gallery Advisory Committee may request the services or advice of external experts if required.

Section 5 - Chair

(9) The Chair of the Art Gallery Advisory Committee is appointed by the Vice-Chancellor. The Chair reports to the Vice-Chancellor.

(10) The Committee may appoint one of its members as Deputy Chair.

Section 6 - Secretary

(11) The Secretariat for the Art Gallery Advisory Committee will be appointed by the Vice-President Global and External Relations.

Section 7 - Terms of Office

(12) Membership of the Art Gallery Advisory Committee is for a three (3) year term.

(13) Members who resign from their membership prior to completion of the three-year term are replaced by an appropriate representative for a period to be determined by the Chair, not exceeding three (3) years.

(14) Members who are unable to participate in three (3) consecutive meetings of the Art Gallery Advisory Committee may have their membership terminated.

(15) In special circumstances the Chair may approve a leave of absence of a member from the Committee.

Section 8 - Quorum

(16) A quorum at meetings comprises four (4) members of the Art Gallery Advisory Committee.

Section 9 - Meetings

(17) Meetings of the Committee will be held 2-3 times per year, or as determined by the Chair.

Section 10 - Agenda

(18) The agenda is to be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

Section 11 - Minutes

(19) Meeting minutes will be taken and distributed within two weeks of the meeting.

Section 12 - Reporting

(20) This Committee will provide an annual report to the Vice-Chancellor, or at more regular intervals as required.

Section 13 - Conflicts of Interest

(21) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 14 - Non-compliance

(22) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(23) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(24) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	1st March 2022
Review Date	29th February 2024
Approval Authority	Vice-Chancellor
Approval Date	8th July 2022
Expiry Date	Not Applicable
Committee Chair	Joanna Barrkman Curator
Author	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
Enquiries Contact	Joanna Barrkman Curator --- Governance