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 - Purpose and Authority

(2) The Art Gallery Advisory Committee is established to advise the Vice-Chancellor and the 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 employees, 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) Membership will comprise:

a. Vice-President Global and External Relations (ex officio);
b. Deputy Vice-Chancellor First Nations Leadership (ex officio)
c. Manager and Curator CDU Art Collection and Art Gallery (ex officio);
d. Director Library Services (ex officio);
e. One representative from Marketing, Media and Communications;
f. Three (3) representatives, external to the University, with expertise in gallery/museum practice and industry;
g. One (1) First Nations representative external to the University;
h. One (1) CDU academic employee with relevant experience; and
i. One (1) Friends of CDU Art Gallery representative

(5) The University may cover or reimburse reasonable travel costs of Committee members to attend meetings of the Committee as necessary and with the approval of the Vice-President Global and External Relations.

Section 4 - Working Parties and External Expertise

(6) The Chair may, from time to time, recommend the appointment of 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 Art Gallery Advisory Committee through one of the Committee members on the working party.

(8) The Art Gallery Advisory Committee may recommend 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.

(10) If the Chair is not available, the members present will elect a Chair for that meeting.

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) Appointed members will hold a three (3) year term and are eligible for reappointment.

(13) Ex-officio members will be members for the duration of appointment to their position.

(14) 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.

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

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

Section 8 - Quorum

(17) A quorum at meetings comprises 50 percent plus one member of the Art Gallery Advisory Committee.

Section 9 - Meetings

(18) Meetings of the Committee will be held quarterly or as determined by the Chair.

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Section 10 - Member conduct

(19) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(20) As required, members must treat items of discussion with confidentiality.

Section 11 - Agenda

(21) The agenda is to be distributed with supporting documentation seven (7) days prior to the meeting date.

Section 12 - Out of session matters

(22) Urgent matters requiring a resolution prior to the next scheduled meeting, or before an additional meeting can be called, may be addressed by a circular resolution via email out of session.

(23) Any circular resolutions will be reported in the next meeting's minutes.

(24) Circular resolutions should be used infrequently and only for matters that are urgent and do not require lengthy discussion by Advisory Committee members. If a lengthy discussion is required to support the decision, a meeting should be convened.

Section 13 - Minutes

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

Section 14 - Reporting

(26) The minutes and action items from the Art Gallery Advisory Committee will be provided to the Vice-Chancellor once endorsed and approved as final.

Section 15 - Conflicts of Interest

(27) 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 16 - Non-compliance

(28) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees 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.

(29) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(30) All employees 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	8th October 2026
Review Date	8th October 2028
Approval Authority	Vice-Chancellor
Approval Date	8th October 2026
Expiry Date	Not Applicable
Committee Chair	Janet Parfenovics External Chair
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Glossary Terms and Definitions

"Conflict of interest" - A conflict where the private interests of a member of the University community may influence, compromise or conflict with the performance of their official duties and responsibilities. Conflicts of interest may be real, potential or reasonably perceived and can involve the financial or non-financial interests of a member of the University community; as well as the financial and non-financial interests of a person in a close personal relationship with a member of the University community.

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.