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## **TERMS OF REFERENCE DEVONPORT REGIONAL GALLERY ADVISORY COMMITTEE**

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### **TERMS OF REFERENCE AND OPERATING GUIDELINES 2021-2023**

#### **NAME**

Devonport Regional Gallery Advisory Committee

#### **CATEGORY**

Advisory Committee

#### **PURPOSE**

To clearly establish the role and function of the Devonport Regional Gallery Advisory Committee.

The Devonport Regional Gallery Advisory Committee is to support Council achieve the strategic objectives as outlined in the Devonport City Council's Strategic Plan.

The Committee is to provide advice to Council on the development, promotion, and accessibility of the visual arts, as an integral part of Devonport's cultural life, with a particular focus on the activities for the Devonport Regional Gallery. It excludes advice regarding public art.

The Committee will actively support the Devonport Regional Gallery's acquisitions program in order to see the Gallery's collection gain in strength and national standing. In addition, the Committee will support the development of the paranple arts centre as a regional cultural facility and work to sustain its future viability.

#### **FUNCTION**

The Advisory Committee will:

- Support Council staff achieve the strategic objectives of the Devonport City Council Strategic and Corporate plans
- Provide advice to Council on the strategic direction for the Devonport Regional Gallery
- Provide support and advice in the development of visual arts programming at the Devonport Regional Gallery
- Consider and recommend artworks for acquisition
- Provide advice on visual arts and culture related policy development
- Act as ambassadors for the Devonport Regional Gallery and paranple arts centre, actively advocating on behalf of and promoting the centre's initiatives
- Raise awareness and engage the regional community in the Gallery's activities and programs
- Support efforts to attract funding and other resources in accordance with identified needs and strategic direction

#### **MEMBERSHIP**

The Devonport Regional Gallery Advisory Committee will be representative of stakeholders and include up to:

- Two (2) Councillors;

- Convention and Arts Centre Director (or Nominee);
- Six (6) members as recognised of the arts sector by peers, and/or community members able to demonstrate a strong interest in the visual arts;

#### Ex-Officio

- President Friends of the Devonport Regional Gallery (or Nominee);
- Representative of Devonport Regional Gallery Young Members Committee;
- Staff of the Devonport Regional Gallery.

Members will be required to demonstrate suitable experience and will ideally include individuals with skills or interest in the arts, education, tourism, community development and/or marketing within the Devonport municipal area.

Members will be appointed by the Council following a formal expression of interest process for a two-year period.

A Councillor will be elected chair of the Committee.

Failure to attend three (3) consecutive meetings without prior apology will result in termination of membership.

Should a vacancy occur the Council will consider appointing a new member.

The role, functions and membership of the Committee will be biennially reviewed by Council.

#### **WORKING WITH CHILDREN (if relevant)**

All Committee members are to have a valid registration to work with children to comply with the Registration for Working with Vulnerable People Act 2013.

#### **MEETING FREQUENCY AND MEETING PLACE**

The Devonport Regional Gallery Advisory Committee will generally meet bi-monthly. Meetings will generally be during business hours due the requirement for staff attendance, at the paranple centre, Devonport, unless otherwise determined by the Committee.

The Committee Chair shall preside at each meeting and in their absence those members present shall choose an alternate, temporary chair.

The Committee may regulate its own proceedings.

The minutes will include the following:

- Attendance;
- Apologies;
- Declarations of interest;
- A record of all recommendations made by Committee.

The minutes will be distributed to all members

#### **REPORTING REQUIREMENTS TO COUNCIL**

Minutes and/or action list of the Devonport Regional Gallery Advisory Committee meetings will be reported to Council.

#### **DELEGATIONS**

Committee Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they act within the scope of their duties as a member of the Advisory Committee.

Community members not associated with an organisation/corporate entity are classified by Council as a volunteer and will be required to comply with Council's Volunteer Policy and Procedures when attending meetings or delivering agreed actions.

As a volunteer, individuals will be automatically covered under Council's Public Liability and indemnity policies, providing they are attending meetings or delivering agreed actions.

Advisory Committee members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.

Committee members must have the appropriate skills and time to fulfil their role.

## **RESPONSIBILITY**

### **Responsible Manager**

Conference and Arts Centre Director

### **Document Controller**

Administration Officer, paranapple arts centre

## **AUTHORISATION**

### **Adoption of Terms of Reference**

27 September 2021

### **Review of Terms of Reference**

July 2023

## **DEFINITIONS**

To assist in the interpretation the following definitions shall apply:

**“Committee”** shall mean Devonport Regional Gallery Advisory Committee

**“Council”** shall mean Devonport City Council

**“Gallery”** shall mean Devonport Regional Gallery