

Newcastle Art Gallery  
Youth Advisory Group  
Charter

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 Youth Advisory Group Charter



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Related policies/documents	Code of Conduct Confidentiality Agreement Newcastle Art Gallery Youth Advisory Group Volunteer Position Description
Related forms	Newcastle Art Gallery Youth Advisory Group Expression of Interest

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## 1 Objective

- 1.1 Formation of the Group is intended to increase engagement with young people and increase collaboration with local artists and practitioners.
- 1.2 To provide valuable professional development opportunities for participants and to utilise a peer-led approach to decision making.
- 1.3 To develop good communication channels with young and emerging arts practitioners through which Newcastle Art Gallery can hear and gain perspectives. This is a two-way and mutually beneficial exchange.
- 1.4 Allow the Group to work independently on projects through a peer led approach.

## 2 Interpretation

- 2.1 **Act** means the Local Government Act 1993 (NSW)
- 2.2 **Council** means the City of Newcastle and where appropriate includes its administration.
- 2.3 **Group** means the Newcastle Art Gallery Youth Advisory Group
- 2.4 **Member** means those described in clause 6.1.
- 2.5 **Chairperson** means the Chairperson of the Group.
- 2.6 **Facilitator** means the Council Officer appointed by the Newcastle Art Gallery Director, to fulfil the tasks set out in clause 10.
- 2.7 **CEO** means the Chief Executive Officer of Council and includes his/her nominee.
- 2.8 **Invitee** means any person invited to attend a meeting only for a specific purpose. Invitees have no decision-making rights.
- 2.9 Unless stated otherwise, a reference to a clause is a reference to a clause of this Charter.

## 3 Establishment and dissolution

- 3.1 Council resolved to establish the Group with the adoption of the Cultural Strategy 2016-2019 in November 2015. The Youth Advisory Group commenced December 2017.
- 3.2 In its inaugural year, Group members were facilitated through a peer-led review of the Charter and Position Descriptions.
- 3.3 For the Group to be dissolved, the approval of the Newcastle Art Gallery Director is required.
- 3.4 The Group will be dissolved if
  - (i) There are difficulties finding/staffing an adequate number of members.
  - (ii) The Group is no longer required to perform its function.

## **4 Authority**

- 4.1 In carrying out its responsibilities, the Group must at all times recognise that primary responsibility for management of the City of Newcastle rests with the City of Newcastle and the CEO.
- 4.2 The Group has no executive powers and cannot make decisions on behalf of the City of Newcastle
- 4.3 Neither the Group nor any of its members may direct any City of Newcastle officer in his or her duties.
- 4.4 The CEO may facilitate, and provide the necessary financial resources, to engage the provision of any external professional advice that may be required.

## **5 Responsibilities of the Newcastle Art Gallery Youth Advisory Group**

### **The responsibilities of the Group are as follows:**

- 5.1 Be prepared to make a 12-month commitment which includes attending weekly or fortnightly meetings, shared hot desk shifts and supporting program delivery intermittently throughout the year
- 5.2 Identify a project or projects as a group and in consultation with Gallery staff. Related planning and delivery will be supported by the Gallery
- 5.3 Take active roles in projects as appropriate and within the scope of the Group
- 5.4 Provide advice and feedback on matters brought before the Group.

### **Roles and items that are not explicitly part of the Group:**

- 5.5 Fundraising, guiding or donor contact;
- 5.6 There will be no exhibition of work by any Group member at Newcastle Art Gallery;
- 5.7 There will be no replacement of any staff/paid role;
- 5.8 Participation in the Youth Advisory Group is not to be a part of a course of study.
- 5.9 Should an individual wish to base a case study on any facet of Newcastle Art Gallery, appropriate permissions need to be sought and granted.

### **Responsibilities of Newcastle Art Gallery**

- 5.10 To engage with emerging and early career arts practitioners
- 5.11 To provide a platform for the discussion of ideas with the view of collaborative project-based learning and delivery.
- 5.12 Share further awareness of the City's collection and the value of it as a resource, an asset, a legacy and a visual record of historical and cultural works of local and national significance.
- 5.13 To facilitate and provide administrative support for the group.
- 5.14 To conduct this group as an opportunity for professional growth and development for individual group members.

## **6 Membership**

### **The Group will consist of the following membership:**

- 6.1 A maximum of six people appointed in accordance with clause 7 of this Charter.

## **7 Selection of members**

- 7.1 Membership shall be appointed following a public expression of interest (EOI) process. Forms will be made available annually on the Gallery website. Nominations shall be lodged electronically and include supporting information addressing selection criteria
- 7.2 To be eligible for selection to the Newcastle Art Gallery Youth Advisory Group, applicants must:
  - 7.2.1 Be aged between 18-30 years
  - 7.2.2 Be willing to get a Volunteer Working with Children Check (WWCC)
  - 7.2.3 Be willing to sign a confidentiality agreement
  - 7.2.4 Be able to demonstrate a passion and investment in the arts and creative industries, as evidenced by (although not limited to):
    - 7.2.4.1 Enrolment in Fine Art or Creative Industries tertiary course, or have graduated from such a course in the past five years
    - 7.2.4.2 Sustained involvement in an arts or cultural group
    - 7.2.4.3 Previous volunteer or paid experience in an arts or cultural organisation
    - 7.2.4.4 Previous personal exhibition or event experience, in either curatorial, exhibiting artist, event programmer or presenter role.
- 7.3 Applications will be assessed on merit, and applicant's ability to meet the selection criteria. A panel of at least three (3) people will review the Expression of Interest applications. Opportunity to be on the interview panel will be extended to exiting Group members, as an additional professional development opportunity.

## **8 Termination of Group membership**

- 8.1 Membership of the Group will remain until:
  - 8.1.1 the member resigns or;
  - 8.1.2 membership is terminated pursuant to clause 8.2 of this Charter or;
  - 8.1.3 The 12-month timeframe for membership has expired. A member may submit an Expression of Interest in the following year to seek to continue their involvement in the Group for a further 12 months. No group membership shall extend beyond 24 months.
- 8.2 Membership may be terminated by a decision of the Group due to:

- 8.2.1 The Member's non-attendance at three consecutive Group meetings without prior notification of their non-attendance or the granting of leave by resolution of the Group.
- 8.2.2 The Member's conduct being inconsistent with this Charter or Code of Conduct.
- 8.3 The Audience Development and Visitor Services Coordinator will determine a replacement member to the group pursuant to clause 7.3 of this Charter, where applicable. Loss of one or two members of the group need not constitute cause to determine a replacement member of the group, this decision will be at the discretion of the Newcastle Art Gallery Director and factors such as the time remaining before formal recruitment for the following year's group will be taken into consideration.

## **9 Appointment and responsibility of Chairperson**

- 9.1 The role of Chairperson will be shared on a rotational basis within the Group's membership.
- 9.2 The Chairperson is responsible for keeping order at the meeting.

## **10 Responsibility and requirements of Facilitator**

- 10.1 The Facilitator will be a suitably qualified City of Newcastle officer nominated by the Newcastle Art Gallery Director and may be shared amongst a number of suitably qualified City of Newcastle officers.
- 10.2 The role of the Facilitator is to:
  - 10.2.1 Ensure the Group has adequate resources;
  - 10.2.2 Ensure agendas, minutes and meeting papers are prepared and distributed within appropriate timeframes;
  - 10.2.3 Support the Group in managing appropriate projects through project-based learning opportunities;
  - 10.2.4 Identify and connect members with mentors and support this relationship;
  - 10.2.5 Support the Chairperson in managing meetings and facilitating discussion;
  - 10.2.6 Seek from and propose to the group opportunities and items for discussion.

## **11 Attendance at meetings**

- 11.1 Attendance at any meeting of the Group is limited to Group members, Newcastle Art Gallery Facilitator and one other staff member and Invitees approved by the Facilitator.

## **12 Meeting Administration**

- 12.1 The Facilitator is responsible for preparation and distribution of meeting agendas and any business papers.
- 12.2 The Facilitator will provide notice of meetings, including the agenda and business papers at least seven (7) business days prior to the day of the meeting.
- 12.3 The Facilitator is responsible for ensuring that the Group has adequate administrative resources.
- 12.4 Resources allocated to the Group will be managed by the Facilitator.
- 12.5 All Group business will be minuted and recorded by the Facilitator including registration in accordance with Council's Records Management Policy.
- 12.6 Minutes will be distributed to the Group no later than 10 business days after the meeting.
- 12.7 Minutes of the previous meeting (with amendments if necessary) are to be adopted by resolution of the Group at the following meeting.

## **13 Quorum**

- 13.1 A quorum is constituted by attendance of at least one Council officer and 50% of Group members within 10 minutes of meeting start time.

## **14 Meeting schedule**

- 14.1 The Group will meet every first and third Friday of the month, or as resolved by the Group.
- 14.2 A forward meeting schedule will be agreed by the Group each year.

## **15 Recommendations of the Group**

- 15.1 Recommendations by the Group must be consistent with this Charter;
- 15.2 The Group is expected to make decisions by open vote and record these in the minutes of the meeting.
- 15.3 City of Newcastle Officers may action recommendations as they deem appropriate in accordance with their individual delegations and authorisations.

## **16 Reporting**

- 16.1 The Group will report annually to the Newcastle Art Gallery Director with a summary of activity, projects, statistics, learnings, improvements, opportunities and outcomes.



## **17 Conduct by members and attendees**

- 17.1 All members and attendees are expected to conduct themselves in accordance with the City of Newcastle's Code of Conduct.
- 17.2 Conflicts of Interests must be declared and managed in accordance with the Code of Conduct. A record of a declared conflict of interest in the minutes is sufficient.

## **18 Public Comment**

- 18.1 The Lord Mayor or CEO are the official spokespeople for the City of Newcastle, in accordance with City of Newcastle Media Policy. No member of the Youth Advisory Group should speak to the media or members of the public on behalf of the Youth Advisory Group, Newcastle Art Gallery or the City of Newcastle without prior approval being sought via the Audience Development and Visitor Services Coordinator and the City of Newcastle's Media and Stakeholder Relations Manager.

## **19 Confidentiality**

- 19.1 Prior to attending a meeting, Members and other attendees at the meeting must agree to abide by the terms of City of Newcastle Code of Conduct relating to confidentiality.
- 19.2 Unless otherwise resolved by the Group, all meetings will be closed to the general public.

## **20 Induction**

- 20.1 New Group members will receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

## **21 Review of Charter**

- 21.1 This Charter will be reviewed annually by Newcastle Art Gallery staff to ensure currency of content.