



# AIATSIS

AUSTRALIAN INSTITUTE OF ABORIGINAL  
AND TORRES STRAIT ISLANDER STUDIES

## AIATSIS Research Advisory Committee Charter

**AIATSIS**

**January 2019**

## **PURPOSE**

1. The Research Advisory Committee has the following purpose:
  - (a) To provide strategic advice to the CEO in relation to AIATSIS research matters

## **MEMBERSHIP OF COMMITTEE**

2. The Research Advisory Committee consists of the following members:
  - (a) Up to 10 experts appointed by the CEO
  - (b) The AIATSIS CEO (Chairperson and ex officio)
  - (c) The AIATSIS Executive Director of Research and Education (ex officio)
3. When considering appointments to the RAC, AIATSIS will consider;
  - (a) A range of interdisciplinary expertise in Indigenous Research
  - (b) A range of stakeholders engaged with or using research
  - (c) Diversity in Indigenous knowledge
  - (d) Gender balance
  - (e) Majority Indigenous membership
4. The Committee may be assisted by such other persons as it considers appropriate.
5. In considering appointments under 2(a), AIATSIS will have regard to the AIATSIS Membership.

## **TERM OF OFFICE**

6. Members shall be appointed for a three year term. There is no limit on the number of terms a member can be appointed for. A member may be reappointed at the discretion of the CEO.
7. If a member is unable to attend a meeting, the Chair may appoint another person to stand in for that member, for whatever number of meetings the Chair considers appropriate.
8. If a member misses more than two consecutive meetings without written leave from the Chair, the Chair may decide to nominate a replacement for that member for the remainder of their term.
9. Members are generally expected to attend the whole of a scheduled meeting.

## **PROCEDURES**

### **Frequency of Meetings**

10. Meetings of the Research Advisory Committee will be held at least once each year and additionally as required. The Committee may decide to hold meetings in Canberra, or by any convenient electronic / online medium.
11. Members who are unable to attend may submit their comments on any agenda item to the Chair before a meeting.

### **Quorum**

12. Four members constitute the quorum for a meeting, subject to at least one AIATSIS ex officio member being present.

### **Preparation of Agendas and Minutes**

13. The agenda for the meeting will be prepared by AIATSIS staff in consultation with the CEO and the Executive Director of Research and Education. Any Committee member may propose agenda items for consideration.
14. The proceedings of the Research Advisory Committee must be properly minuted.

### **Conflict of Interest**

15. Committee members will be provided with the AIATSIS Conflict of Interest policy at the start of their terms and an opportunity to declare any conflict of interest declaration at every committee meeting.
16. The Committee shall ensure that no member shall adjudicate on a matter in which that member has any conflict of interest as outlined in the policy. Where conflicts of interest exist, such conflict should be dealt with in accordance with the policy and recorded in the minutes of the meeting.

### **Distribution of papers**

17. Papers will be circulated to members of the Committee seven to ten days prior to meetings.

### **Advice**

18. The Committee is advisory in nature and a diverse range of views from members will be sought. The CEO and the Executive Director of Research and Education will take this advice into consideration in the planning of the research program of the Research and Education Group.

### **Reporting of complaints**

19. All complaints relating to the Committee will be dealt with by the CEO. The CEO may inform members of the RAC of any complaint that is relevant to the Committee's business, and all steps taken to address such complaint.

### **Confidentiality of Committee proceedings**

20. The Committee operates under the confidentiality provisions of the Australian Public Service (APS), including the APS Code of Conduct. All Committee proceedings are confidential. Information about discussions will be made available only to members of the Research Advisory Committee and relevant staff members.

## **Privacy**

21. The Committee shall satisfy itself that people carrying out research involving the collection, storage, use and disclosure or other use of personal information are aware of, and compliant with, the Guidelines approved under Section 95 and 95A of the Privacy Act 1988, the Information Privacy Principles and the AIATSIS Privacy policy (<https://aiatsis.gov.au/privacy>) to ensure that the privacy of persons to whom personal information relates is protected.

## **REMUNERATION**

22. Members will not receive remuneration for attendance at Committee meetings.

## **PAYMENT OF TRAVEL AND ACCOMMODATION COSTS**

23. Travel and accommodation costs incurred for interstate members to attend meetings will be paid by AIATSIS.
24. AIATSIS will only reimburse economy travel costs.