



AIATSIS

**Native Title Research
Advisory Committee**

Charter

September 2018

Purpose

The AIATSIS Native Title Research Advisory Committee (NTRAC) was established by AIATSIS to provide advice to the Chief Executive Officer (CEO) on the research program of the Native Title Research Unit (NTRU).

Membership of the Committee

The CEO shall appoint members of NTRAC. The Committee shall have no fewer than five (5) and no greater than twelve (12) members, being men and women comprising:

- the AIATSIS CEO (also Committee chairperson) or their nominated delegate;
- a representative of the primary funding body of the Native Title Research Unit, nominated by the Commonwealth Department responsible for Indigenous Affairs and approved by the CEO (normally the First Assistant Secretary with responsibility for native title organisations);
- the AIATSIS Executive Director of Research and Education;
- at least two native title experts, who are in current practice, connected with native title processes and reflect the disciplinary diversity involved in native title practice.

Membership shall comprise a majority of Indigenous members and should seek to reflect a gender and age balance as well as a balance between institutional and non-institutional membership.

Terms of Office

Members are appointed to the NTRAC by the CEO for a period of two years. Members may be reappointed by the CEO. There is no maximum term of office.

Procedures

1. Meeting Chair

Meetings of the Committee will be chaired by the AIATSIS CEO (Committee Chairperson) or their nominated delegate. When the CEO or their nominated delegate is unable to attend meeting the role of chair for that meeting will be elected by the members in attendance.

2. Frequency of Meetings

Meetings of the Native Title Research Advisory Committee will be held at least twice each year. Meetings will be held in April/May and November/December. At least one meeting will be held in Canberra and the second may be conducted by teleconference. On occasion it may be necessary to conduct intercessional

business, in such circumstances AIATSIS will in the first instance endeavour to conduct such matters through email correspondence.

3. Quorum

Quorum should equal 50 per cent or greater of current membership.

4. Attendance

If Committee members are unable to attend a Committee meeting in Canberra they may request to participate in the meeting via telephone or video conference (if available). As Committee members are appointed on the basis of their personal expertise, it is not appropriate for members to delegate attendance.

However, in circumstances where the nominated Commonwealth Government departmental representative is unable to attend they may delegate attendance to another officer within their program area who has an appropriate level of expertise, namely an executive level officer with direct responsibility for native title matters.

If a member fails to attend one meeting within a two year period then their membership will be cancelled.

5. Preparations of Agendas and Minutes

The agenda for the meeting will be prepared by the NTRU and reviewed by the Director with responsibility for the NTRU and the Executive Director of Research and Education in consultation with the Chairperson.

A draft agenda will be circulated to Committee members and they will be invited to submit additional agenda items for consideration by the CEO.

Minutes of the proceedings of the Native Title Research Advisory Committee will be kept by the NTRU and circulated to members for review/comment.

6. Advice

The Committee is advisory in nature and a diverse range of views from members will be sought. The CEO may take this advice into consideration in the planning of the research program of the NTRU.

7. Conflict of interest

Committee members will be provided with the AIATSIS Conflict of Interest policy on commencement.

Where conflicts of interest exist, such conflict should be dealt with in accordance with the policy and recorded in the minutes of the meeting.

8. Distribution of papers

Papers will be circulated to members of the AIATSIS Native Title Research Advisory Committee at least seven to ten days prior to meetings.

9. Timely consideration and review of research activities

Written reports including details of ongoing and planned research activities will be provided to the AIATSIS Native Title Research Advisory Committee in a timely way to enable proper consideration of all issues.

10. Responsibilities of members

AIATSIS Native Title Research Advisory Committee members are required to abide by the rules of conduct as advised in the AIATSIS Code of Privacy and Confidentiality.

11. Participation of non-members in Committee meetings

The Director with responsibility for the NTRU will participate as a visitor in Committee meetings.

An NTRU staff member will attend the meeting for the purposes of recording meeting minutes.

Additional NTRU staff members, particularly research fellows may be invited to participate in meetings as visitors to provide information directly to Committee members.

From time to time members of the Committee may request participation of other visitors in Committee meetings through the Chair. Participation of visitors is at the discretion of the Chair.

12. Reporting of complaints

All complaints relating to the research activities of the NTRU will be dealt with, in the first instance, by the Director with responsibility for the NTRU, who will endeavour to resolve them in a timely and satisfactory manner.

Should the complainant wish to take his or her complaint further, they will be advised to contact the AIATSIS CEO.

The Director with responsibility for the NTRU, may inform members of the AIATSIS Native Title Research Advisory Committee of any complaint received that is relevant to the purpose of the committee and all steps taken to address such complaint, particularly in circumstances where the Committee members may be able to provide advice.

13. Confidentiality of the committee proceedings

All papers and proceedings of NTRAC are confidential and remain the property of AIATSIS. Information will be made available only to those authorised to receive it, members of NTRAC and AIATSIS Officers.

14. Remuneration

Members will receive remuneration for attendance at Committee meetings in the way of registration only to one AIATSIS Conference per year.

15. Payment of travel and accommodation costs

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

Last amended 03 September 2018