

## **COLLECTIONS ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **PREAMBLE**

The Collections Advisory Committee ('CAC') provides advice to the AIATSIS Principal and Director of Collections) about matters in relation to collection development, management and access.

#### **1. THE COMMITTEE**

##### **(a) Membership**

Council will appoint two members to the Committee. The balance of the Committee will comprise four external members, independent of AIATSIS; the Principal of AIATSIS; Deputy Principal of AIATSIS; and, the Director of Collections. The external committee members will have strong collections or client interest.

As far as practicable the CAC will comprise the majority of Indigenous members, with a gender and age balance.

The Principal may choose to appoint other external members as appropriate.

The Principal OR Deputy Principal is the Chair of the meeting and may choose to appoint an alternative Chair for some meetings, if required.

##### **(b) Remuneration**

Members of the CAC are entitled to payment of fees and reimbursement of expenses under the same arrangements as apply to members of the Research Advisory Committee as determined from time to time by the Remuneration Tribunal.

#### **2. TERM OF OFFICE**

##### **(a) Appointments**

CAC members will normally serve a two-year term. Members may be reappointed for a further term of two years.

### **(b) Absences**

If members are unable to attend a meeting, at the Chair's discretion, their position can be taken by another person appointed by the Chair.

If members are unable to attend more than two consecutive meetings without good reason, the Chair may decide to nominate a replacement for that member for the remainder of that Member's term.

Members are generally expected to attend the whole of a scheduled meeting.

## **3. TERMS OF REFERENCE**

The CAC will do the following:

- consider proposals for major donations or deposits and provide advice on acceptance or otherwise;
- provide advice on policy development, specifically on risk to the collections
- provide advice on major project development;
- make recommendations to the Principal about collection matters; and
- contribute to planning or strategic-thinking workshops run by Collections.

## **4. MEETINGS**

### **(a) Frequency**

The CAC will meet up to three times a year; additionally if required. The majority of meetings will be held using online or telephonic mediums. One meeting per year will be held in Canberra.

Members may submit their comments on the proposals to the Chair prior to a meeting.

### **(b) Quorum**

Four members will constitute a quorum for a meeting.

### **(c) Preparation of agendas and paperwork**

The meeting agenda will be prepared by the Director of Collections.

The papers will be sent to members at least seven days in advance of the meeting. The Chair will decide whether late papers will be accepted. The paperwork will include a report on Collections by the Director and a copy of the AIATSIS Conflict of Interest policy.

Members may raise issues they wish to have discussed under Any Other Business.

**(d) Minutes**

Collections will minute the meetings. The draft minutes will be checked with all members attending. The minutes will be formally approved at the subsequent meeting and provided to the next Council meeting.

**(e) Conflict of interest**

The Chair of each meeting will call for any declarations of conflict of interest at the beginning of the meeting. Where conflicts of interest exist they will be dealt with according to the AIATSIS policy and be recorded in the minutes of the meeting.

**(f) Confidentiality of Committee proceedings**

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

**5. PROCEDURES**

**(a) Methods of decision making**

Members of the Committee will endeavor to reach a position by consensus and decisions must take into account any comments provided by members not able to be present.

Decision-making on recommendations will include the opportunity for each Committee member to comment on the proposals and to comment on any other Committee member's comments. The decisions of the Committee are recommendations to the Principal of AIATSIS who is the decision maker.

**(b) Prompt notification of decisions**

Recommendations of the Committee will be passed on in a timely fashion.