



**AIATSIS**

# Languages Advisory Committee

## Charter

February 2023

## PURPOSE

1. The Languages Advisory Committee (LAC) has the following purposes:
  - a) To provide advice to the CEO on matters relating to Aboriginal and Torres Strait Islander languages
  - b) To provide guidance on the activities of the AIATSIS Centre for Australian Languages
  - c) To provide advice on the National Indigenous Languages Surveys
  - d) To assess dictionary funding applications for the Indigenous Languages Preservation: Dictionaries Project (“the Dictionaries Project”).
2. The LAC is advisory in nature and is not a decision-making body.

## MEMBERSHIP OF COMMITTEE

3. The Committee will comprise no fewer than 8 and no more than 10 members, including the following:
  - (a) The AIATSIS CEO (Chairperson and *ex officio*) or their nominated delegate
  - (b) The AIATSIS Executive Director of Research and Education (*ex officio*) or their nominated delegate
  - (c) The Director of the AIATSIS Centre for Australian Languages (*ex officio*) or their nominated delegate
  - (d) At least 2 linguists who are in current practice and who work with Indigenous communities.
4. In determining membership appointments to the LAC, AIATSIS will have regard to:
  - (e) Majority Aboriginal and Torres Strait Islander people from a diversity of Aboriginal and Torres Strait Islander societies and knowledge systems
  - (f) As much as possible, have equal numbers of men and women
  - (g) Substantial background of involvement with Aboriginal and Torres Strait Islander languages
  - (h) A diversity of geographical locations to provide broad representation from Indigenous Australia.
5. The Committee may be assisted by such other persons as it considers appropriate.

## APPOINTMENT

6. Members are appointed by the AIATSIS CEO.
7. 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 for an additional term or terms at the discretion of the CEO.
8. 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.

## TERMINATION OF APPOINTMENT

9. A member may resign from the LAC at any time upon written advice to the AIATSIS CEO (through the LAC Secretariat).

10. The CEO may terminate individual membership of the LAC or disband the LAC at any time based on AIATSIS operational needs.
11. Membership of the LAC may be terminated by AIATSIS if it considers that a LAC member has failed to discharge their duties under, or acted inconsistently with, the role of a LAC member as detailed in this Charter (including breaching confidentiality of LAC discussions) or otherwise brought AIATSIS or the LAC into disrepute.
12. In addition, termination may occur if a LAC member:
  - a) is absent for three consecutive meetings without a leave of absence being granted by the Chair: or
  - b) the Chair, upon resolution of the LAC, determines that the member is otherwise regarded as not being an effective member.
13. The Chair may decide that the membership of the LAC member be terminated.

### **ROLES AND RESPONSIBILITIES OF MEMBERS**

14. 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. As research is undertaken across AIATSIS, other groups may also seek advice from the LAC.
15. The CEO may delegate Chairperson responsibilities to another AIATSIS staff member.
16. Members are required to do the following:
  - a) Thoroughly prepare for meetings by reviewing all papers.
  - b) Participate cooperatively in discussion, both in-meeting and out-of-session.
  - c) Attend the whole of a meeting, unless other arrangements are made with the Chairperson.
  - d) Engage respectfully with other members and AIATSIS staff.
17. In addition, the Chairperson is responsible for keeping the meeting to time.

### **SECRETARIAT**

18. The Secretariat is responsible for overseeing the LAC operations and procedures. This includes:
  - a) General LAC email enquires – [languages@aiatsis.gov.au](mailto:languages@aiatsis.gov.au)
  - b) Meeting and travel logistics
  - c) Agenda preparation and minute taking
  - d) Meeting paper preparation including Chair briefs
  - e) Managing ongoing communications with LAC members.

### **REMUNERATION**

19. While AIATSIS notes that it is not bound by Remuneration Tribunal determinations in relation to remuneration for LAC members, the following fees are nevertheless based on the AIATSIS Research Advisory Committee rates as set out in the Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2021 (Compilation No. 9).

20. *Ex officio* members do not receive remuneration.
21. LAC members will be remunerated as follows:
- a) For a meeting of three hours or more: \$502 (“the daily fee”)
  - b) For a meeting of between two and three hours: \$301.20 (60% of the daily fee)
  - c) For a meeting of two hours or less: \$200.80 (40% of the daily fee).
22. Reading of meeting papers is generally considered normal preparation time for a LAC meeting and is not subject to additional remuneration.
23. From time to time the Secretariat may decide that the volume of papers for a particular meeting is such that reading of the papers is considered authority business and is subject to remuneration. AIATSIS will advise the rate of remuneration, which will be no less than \$100.40 (20% of the daily fee) and no more than \$502 (the daily fee).
24. Remuneration will be paid based on scheduled meeting time or actual meeting time, whichever is greater.
25. Where members are registered for Goods and Services Tax (GST), this must be added to the gross fee and included in a correctly rendered tax invoice.
26. Members will not normally be remunerated for out-of-session business, with the exception of:
- a) Substantial pieces of work that may be requested from time to time
  - b) Assessment of funding applications for dictionaries (see section Dictionaries Assessment [clauses 48-53]).

### **CONFLICT OF INTEREST AND CONFIDENTIALITY**

27. The LAC operates under the provisions of the Australian Public Service (APS), including the APS Code of Conduct.
28. All LAC proceedings are confidential. Information about discussions will be made available only to members of the LAC and relevant AIATSIS staff members.
29. Each member is required to sign a confidentiality agreement and declaration of interest statement.
30. In addition, each member is required to declare all conflicts of interest and affiliations to the proposed research and/or research institution under consideration upon identification that a conflict exists.

### **MEETINGS**

31. Members are expected to attend the whole of a scheduled meeting.
32. Meetings of the LAC will be held at least twice each year and additionally as required. The Committee may decide to hold meetings in Canberra, or by any convenient electronic / online medium.
33. On occasion it may be necessary to conduct business out of session. In such

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

34. Meeting dates and times will be set by the Secretariat at the end of each calendar year for the following 12-month period.
35. Members who are unable to attend may submit their comments on any agenda item to the Chair and Secretariat before a meeting.
36. As Committee members are appointed based on their personal expertise, it is not appropriate for members to delegate attendance (excepting AIATSIS staff).

### **QUORUM**

37. Quorum is equal to at least 50% of the current membership, not including *ex officio* members, subject to at least one AIATSIS *ex officio* member being present.
38. Where the quorum is not met, the Secretariat will reschedule in consultation with members and the Chair.

### **ABSENCES**

39. Members must attempt to attend all scheduled meetings. Where a member is absent for a meeting, they should provide an apology to the Chair through the Secretariat as early as possible before the meeting.
40. If a member misses more than three consecutive meetings without good reason, membership may be terminated in accordance with the provisions in this Charter.

### **PREPERATION OF MEETINGS AND AGENDA**

41. The agenda for the meeting will be prepared by the Secretariat in consultation with the CEO and the Executive Director of Research and Education. Any Committee member may propose agenda items for consideration.
42. The proceedings of the LAC will be minuted and cleared by the Chair with a final version circulated to the Committee for approval.
43. Minutes are available for viewing by the AIATSIS Council, on their request.

### **DISTRIBUTION OF PAPERS**

44. Papers will be circulated to members of the Committee seven days prior to meetings. The Chair will determine whether late papers will be considered at any meeting.

### **REPORTING OF COMPLAINTS**

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

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

46. Travel and accommodation costs incurred for interstate members to attend meetings will be paid by AIATSIS.
47. AIATSIS will only reimburse economy travel costs as per the Whole of Australian Government Travel Arrangements (established and maintained by the Department of Finance).

#### **DICTIONARIES ASSESSMENT**

48. AIATSIS may call on LAC members to assess dictionary applications for suitability to be funded by the Dictionaries Project.
49. AIATSIS may call upon up to two LAC members (“the assessors”) to assess a dictionary application. The Secretariat will determine who is called upon. The availability of members to assist will also be considered.
50. The assessors will do the following:
  - a) Consider funding applications to the Dictionaries Project
  - b) Evaluate those funding applications using assessment criteria provided by AIATSIS to the assessors
  - c) Make recommendations to AIATSIS about supporting the funding applications.
51. Assessments of funding applications will be carried out out-of-session. Assessments must be returned to AIATSIS within 2 weeks of receipt by the assessor.
52. Assessors will be remunerated \$100.40 per assessment (being 20% of the daily LAC fee) (see section Remuneration [clauses 19-26]).
53. AIATSIS will take the assessment into account when determining whether a dictionary proposal will be supported by AIATSIS.