



AIATSIS

AIATSIS Education Advisory Committee

Charter

June 2025

PURPOSE

1. The AIATSIS Education Advisory Committee (EAC) has the following purpose:
 - (a) The principle focus of the EAC is to provide expert advice to the CEO, AIATSIS related to the implementation of the AIATSIS Education Strategy 2021-2025, and any future updates to this Strategy.

MEMBERSHIP OF COMMITTEE

2. EAC membership consists of up to 8 members, in addition to:
 - (a) The AIATSIS CEO (Chairperson and ex officio)
 - (b) The AIATSIS Executive Director, Research and Education Group (Deputy Chairperson and ex officio)
 - (c) AIATSIS Director of Education
3. When considering appointments to the EAC, AIATSIS will consider:
 - (a) Interdisciplinary expertise in Indigenous research
 - (b) Stakeholders engaged with Indigenous education
 - (c) Representation from early childhood, primary, and secondary education
 - (d) Gender balance
 - (e) Majority Aboriginal and Torres Strait Islander membership
 - (f) Aboriginal and Torres Strait Islander knowledge traditions

TERM OF OFFICE

4. Members will be appointed for a term of two years. There is no limit on the number of terms a member can be appointed for. A member can be reappointed at the discretion of the CEO.
5. If a member is unable to attend a meeting, they must notify the Secretariat via email at education@aiatsis.gov.au
6. If a member is unable to attend two consecutive meetings, without notice, the Chair may decide to nominate a replacement for that member for the remainder of their term.
7. Members should notify the Secretariat if they are not able to attend the full meeting.

PROCEDURES

Frequency of Meetings

8. It is anticipated meetings of the EAC will be held bi-annually with additional meetings scheduled as required. Members will be given notification one month in advance of an upcoming meeting. The EAC Chairperson may decide to hold meetings in Canberra, Mparntwe (Alice Springs), or online.
9. Members who are unable to attend may submit their comments on agenda items to the Secretariat two business days before a meeting.

Quorum

10. 50 per cent attendance of members constitutes a quorum, subject to at least one AIATSIS ex officio member being present.

Preparation of Agendas and Minutes

11. The agenda for the meetings will be prepared by AIATSIS staff in consultation with the CEO and the Executive Director of Research and Education.
12. The proceedings of the EAC will be recorded by the Secretariat. Minutes will be provided to members within a month of a meeting.

Distribution of papers

13. Papers will be circulated to members of EAC five business days prior to meetings.

Conflict of Interest

14. EAC 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 meeting.
15. EAC 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 or are perceived such conflicts should be managed in accordance with the policy and recorded in the minutes of the meeting.

Advice

16. EAC 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 advice into consideration in the planning of activities and programs under the Education Strategy.

Reporting Complaints

17. All complaints relating to the EAC will be dealt with by the Executive Director of the AIATSIS Research and Education Group via researchcoordination@aiatsis.gov.au or directly to the Executive holding that position. The Executive Director may inform members of the EAC of any complaint that is relevant to the EAC's business, and all steps taken to address such a complaint.

Confidentiality of meeting proceedings

18. The EAC operates under the confidentiality provisions of the Australian Public Service (APS) and the APS Code of Conduct. All meeting proceedings are confidential. Information about discussions will be made available only to members of the EAC and relevant staff members.

Privacy

19. The EAC shall satisfy itself that people carrying out work 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 (<http://aiatsis.gov.au/privacy>) to ensure that the privacy of persons to whom personal information relates is protected.

REMUNERATION

20. AIATSIS will adopt daily fees for remuneration based on the current Remuneration Tribunal Determination, inclusive of both attendance and preparation of meetings.
21. While the EAC is not a statutory body and therefore not bound by the Determination, to be consistent with other Government committees, AIATSIS has chosen to utilise the Determination for EAC member remuneration. Fees set out in the Remuneration Tribunal Determination are gross fees, and no additional amount is payable by AIATSIS to meet any taxation obligations. Daily fees for meeting days include normal preparation time. This includes:
- reading all papers prior to a meeting.
 - attendance at online and face-to-face meetings.
 - communication about meeting arrangements and travel.
 - incidental ad-hoc advice prior to, or after, a meeting

PAYMENT OF TRAVEL AND ACCOMMODATION COSTS

22. Travel and accommodation costs incurred for interstate members to attend meetings will be paid by AIATSIS at Australian Taxation Office (ATO) rates, where required.
23. AIATSIS will cover the costs of economy travel only, in line with ATO rates.