



## LIBRARY BOARD OF QUEENSLAND

### ***INDIGENOUS ADVISORY GROUP***

### **TERMS OF REFERENCE**

Endorsed: Signed  
Dr Sandra Phillips  
Chairperson, Indigenous Advisory Group  
28/08/2017

Approved: Signed  
Professor Andrew Griffiths  
Chairperson, Library Board of Queensland  
28/08/2017

## 1. PURPOSE

The Indigenous Advisory Group (IAG) acts as an independent advisory group to the Library Board of Queensland (the 'Board') to support the achievement of a guiding principle in the *Libraries Act 1988* that respect for Aboriginal and Torres Strait Islander cultures are affirmed.

The IAG provides advice to the Board on the development of library services for Aboriginal peoples and Torres Strait Islander peoples, including the ongoing collection of material and information relating to Aboriginal peoples and Torres Strait Islander peoples and ensuring that access to this material is undertaken in a culturally sensitive, inclusive and appropriate manner as outlined in the State Library of Queensland (SLQ) [Protocols for Aboriginal and Torres Strait Islander Collections](#).

The IAG also plays a key role in supporting the development of new initiatives across the public library network beyond collection materials, including strengthening Indigenous community engagement and participation through relevant programming and events.

The objectives of the IAG are to provide:

- Advice to the Board on policy, projects and strategic matters concerning library and information service provision for Aboriginal peoples and Torres Strait Islander peoples;
- A forum for discussing Aboriginal and Torres Strait Islander issues impacting on library and information services in Queensland; and
- A formal mechanism for ongoing liaison between the Board and Aboriginal peoples and Torres Strait Islander peoples.

## 2. MEMBERSHIP

The membership of the IAG consists of not less than six and no more than 10 members.

Members to be drawn from any of the following fields:

- At least one member of the Board, who shall be the Chairperson of the IAG;
- A professional in the field of Aboriginal and Torres Strait Islander history and/or cultural knowledge;
- A professional in the field of education;
- A professional from the Indigenous local government sector;
- A representative from Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP);
- An Indigenous librarian, other than from the State Library of Queensland;
- A recognised Aboriginal Elder;
- A recognised Torres Strait Islander Elder;
- An Aboriginal or Torres Strait Islander young person (under 26 years of age);
- Other people, who have relevant expertise and who, in combination, provide a diversity of expertise and views; and
- The State Librarian or their nominees.

SLQ will approach relevant institutions to nominate senior Indigenous staff as a representative to the IAG, and extend invitations to appropriate individuals. This will occur through correspondence between Chief Executive Officers. It is expected that appointed members will report back to their agencies.

Members shall be appointed for the current Board term and are eligible for reappointment by the Board. Membership ceases at the expiry of the current Board term, unless otherwise approved by the Board.

### **3. QUORUM**

A quorum of the IAG is a majority of members. Members may participate by teleconference.

### **4. FREQUENCY OF MEETINGS**

The IAG meets at least twice per annum. IAG meeting dates correspond to Board meeting dates and so some flexibility around this may be required. The Board and/or IAG Chairperson may call extra meetings to discuss specific matters as required.

If members are unable to attend they are requested to contact the Chairperson and an apology will be noted.

### **5. PROCEDURES**

#### **5.1 Agendas**

An agenda will be prepared for meetings with relevant issue papers attached and circulated to members at least five working days prior to meetings. Matters are considered and decided in accordance with the agenda.

#### **5.2 Minutes**

The minutes of the meeting will be forwarded to members within five working days after the meeting.

The minutes will identify responsibilities and timelines for action items. Minutes of the preceding meeting will be confirmed at each meeting, which includes a review of the action items outstanding.

A master copy of the minutes of the meeting will be maintained by the officer responsible for the secretariat function and will contain relevant attachments.

#### **5.3 Other attendees at meetings**

The Board or the IAG Chairperson may, through the Office of the State Librarian, invite observers to attend a meeting or meetings of the Committee, to assist with the achievement of the IAG's role and responsibilities.

SLQ staff who are responsible for the development and delivery of library services for Aboriginal peoples and Torres Strait Islander peoples are invited to present to the IAG, and may also attend as observers.

#### **5.4 Reporting to Board meetings**

The IAG will report to the next Board meeting on key issues emerging from its meeting, and make recommendations to the Board on any matters requiring the endorsement of the Board. Reports to Board meetings will be distributed in advance with the Board agenda papers.

#### **5.5 Signoff of minutes**

The minutes of all IAG meetings will be signed off by the Chairperson once confirmed and (along with agenda papers) filed in SLQ records.

## **5.6 Fees**

No fees are payable to sitting members of the IAG.

## **5.7 Expenses**

IAG members will be reimbursed for reasonable expenses associated with meeting attendance, including parking expenses. All expenses must be supported by documentary evidence.

## **5.8 Secretariat**

Secretariat support to the IAG will be provided by a State Library of Queensland officer and will include:

- Preparation of meeting agendas including approval of the IAG Chairperson;
- Preparation of an annual forward work program;
- Distribution of the agenda and papers;
- Recording and distribution of minutes;
- Collation of agenda items from members; and
- Arrangement of additional representatives or visitors as required.

## **5.9 Induction of new members**

Prior to their first meeting as a form of induction, the IAG Chairperson will provide new members a copy of:

- A welcome letter with introductory information and a statement outlining members' contributions;
- The Terms of Reference;
- The Corporate Governance framework (as detailed in the Annual Report); and
- The minutes of the last three meetings of the IAG.

## **6. ALTERATIONS**

Amendments to the Terms of Reference must be approved by the Library Board of Queensland.

The Chairperson will review the Terms of Reference prior to the completion of their term, and submit any revisions to the Library Board of Queensland for approval.