



AUSTRALIAN MUSEUM

PACIFIC CULTURAL COLLECTION ADVISORY PANEL

TERMS OF REFERENCE



October 2019

FINAL



AUSTRALIAN MUSEUM



PURPOSE

The primary role of the Australian Museum Pacific Cultural Collection Advisory Panel (Panel) is to provide advice to Executive Director and CEO of the Museum, the Director of Engagement, Exhibitions and Cultural Connections and the Australian Museum Trust on the strategic direction of the Australian Museum's Pacific Collection. In so doing, the Advisory Panel will be mindful of the Australian Museum's Act, and its responsibilities to set strategic priorities to fulfil the Act, see Appendix 1.

Other important purposes of the Advisory Panel include:

- Provide advice on the access and display of the Australian Museum's Pacific collection
- Address matters of importance to the Pacific Communities of NSW community in relation to the Australian Museum's Pacific Collection.
- Promote an increased knowledge and understanding of the strong relationship between Pacific culture and society in the wider Australian community.
- Advise the AM on programming of Pacific cultural exhibitions, events and programs, utilising items drawn from existing Collections.
- Provide input to policy development in relation to the physical and electronic access and display of the Pacific Collection.
- Provide networks and contacts to actively promote and facilitate reconciliation between the Pacific community and the Australian Museum.

The Pacific Cultural Collection Advisory Panel is not an executive panel, and is not authorised to undertake work on behalf of the AM. Panel members are not authorised to represent the AM in any communication with the public or media.

Committee Operation

The Panel will be co-chaired by an Australian Museum employee with a Pacific co-chair elected by the Panel at the first meeting of the term. The Australian Museum co-chair will be determined by the Australian Museum Director and CEO and their appointment is not governed by these terms of reference.



Membership

Membership of the Pacific Cultural Collection Advisory Panel consists of up to 8 members comprising a broad cross section of the NSW Pacific community including grass roots community representation, business and cultural experts. The Panel must include:

- a) Two Australian Museum staff
- b) Up to 6 Pacific community representatives

The Australian Museum may at its discretion, appoint members to the panel outside of these terms of reference from time to time.

Panel Selection Process

Every three years a call for nominations will be advertised and promoted to the NSW Pacific community via local and community media, community networks, stakeholders and organisations.

The call for nominations will advise that applications will be assessed according to the following selection criteria:

Selection Criteria

- A requirement for nominees to live, work or study in the Greater Sydney area.
- A statement of purpose by the nominee, that is, their reason for nominating.
- A list of the skills, knowledge and experience they will bring to the Advisory Panel in service of the local community.
- A Pacific Islander will be: a) by descent, b) identifies as a Pacific Islander person and, c) accepted as such by the community in which one lives, or has lived.

Membership to the Panel will seek gender diversity and encourage inter-generational membership.

Following the call for nominations, applications for the Panel will be assessed against the selection criteria by a panel comprised of Australian Museum executives. The AM's Director & CEO will decide on appointments. Panel members will be selected to serve on the Panel for a period of three years. Those Panel members who have served three years on the Panel may reapply for a second term of three years, serving up to a maximum of two consecutive terms.

After two consecutive terms, a Panel member must step down and will be ineligible to reapply for a period of three years. Applicants will be advised in writing of the outcome of their nomination.



Election of the Co-Chair

At the first meeting of the newly selected panel, Pacific community members will be invited to nominate themselves or another member for the position of co-chair. At the first meeting of the newly selected panel, Pacific community members will then vote on nominees for the position of chair.

Meetings

- Meetings will be held at least four times per year.
- Additional meetings may be scheduled as required.
- An attendance register will be kept for all meetings.
- A meeting quorum requires a representation of at least 50% of members plus one and must include the attendance of at least one co-chair.
- An up to date mailing list will be kept of all members' details.
- The decisions of the Panel shall be recorded in the minutes.
- The Australian Museum acknowledges the use of acceptable Pacific language in the minutes.
- Recommendations for amendments to the Terms of Reference can be made at any time. However, Amendments to the Terms of Reference must be endorsed by the Panel and then approved by the Australian Museum.

Working Parties

The Panel has the capacity to establish time-limited working parties to address specific issues and projects. The Panel may co-opt relevant Council and community members to these working groups.

Payment

Each member of the Panel, except for the Australian Museum staff, will be paid a sitting fee of \$200 for each meeting attended.



Appendix

- 1) Australian Museum Trust Act 1975; Historical version generated 17 July 2015
<https://legislation.nsw.gov.au/inforce/ece3f712-9af3-cb90-99c5-d8c1bb351dd4/1975-95.pdf>