

INDIGENOUS ADVISORY GROUP

TERMS OF REFERENCE

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* (Qld) (the Act), 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. This includes ensuring that access to this material is undertaken in a culturally sensitive and appropriate manner as outlined in the State Library of Queensland *Content Strategy*.

State Library respects, protects and promotes human rights in its decision-making and actions. State Library acknowledges that Aboriginal and Torres Strait Islander self-determination and the right to culture are human rights as enshrined in the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)*. The *Human Rights Act 2019* (Qld) also recognises the significance of the right to self-determination of Aboriginal and Torres Strait Islander peoples.

The UNDRIP outlines 4 key overarching principles:

- Self-determination
- Participation in decision making
- Respect for and protection of culture
- Equality and non-discrimination

The IAG will work and operate within the frames of the UNDRIP to ensure work is carried out in a culturally safe manner. The IAG also plays a key role in advising on 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.

2. Objectives

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
- A formal mechanism for ongoing liaison between the Board and Aboriginal peoples and Torres Strait Islander peoples.
- Culturally informed advice on the implementation of the *State Library of Queensland First Nations Strategy 2024-28: A plan for reframing relationships*.

The following is out of scope for the Indigenous Advisory Group:

- Management of the affairs of State Library by the State Librarian and CEO, under the direction of the Board, as per section 14 of the Act and section 12 of the *Charter of the Library Board of Queensland*.

3. Membership

Members

The membership of the IAG consists of not less than 6 and no more than 10 members.

Members to be drawn from any of the following fields or relevant discipline:

- At least 1 member of the Library 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
- An Aboriginal and/or Torres Strait Islander representative from a Queensland Government Department
- 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

The State Librarian and CEO will approach relevant institutions to nominate senior Indigenous staff as a representative to the IAG and extend invitations to appropriate individuals to attend IAG meetings as required. It is expected that appointed members will report back to their agencies (where applicable) on State Library strategies and initiatives.

Members shall ordinarily be appointed for a 3-year period and are eligible for reappointment by the Library Board. Membership ceases at the expiry of the 3-year appointment, unless otherwise approved by the Library Board. Where possible, membership of IAG will be renewed on a schedule so at least half of the IAG will have at least one year's experience on the IAG.

Sitting Observers

- State Librarian and CEO or their nominees
- Director, First Nations Strategy, Office of the State Librarian, State Library

4. Roles and responsibilities

The roles and responsibilities of the IAG will be reviewed biennially.

Role	Responsibilities
Chairperson	<ul style="list-style-type: none">• Effectively Chair meetings by keeping the discussion on the appropriate subject, recognise members to speak and confirm what the Group has decided.• Ensure Terms of Reference are adhered to and reviewed periodically.

Role	Responsibilities
	<ul style="list-style-type: none"> Promote strong group processes and ensure that both strategic and escalated operational issues are satisfactorily addressed. Conduct induction sessions with new members as required.
Members	<ul style="list-style-type: none"> Attended scheduled meetings. Actively participate in discussions, display leadership through engaging proactively and productively, assisting in identifying solutions and following-through on assigned actions. Attend meetings prepared and ready to contribute.
Guests	<ul style="list-style-type: none"> Present information and papers to the group, as invited
Sitting Observers	<ul style="list-style-type: none"> Attend all meetings to observe the proceedings of the meeting and participate in discussions, as required.
Observers	<ul style="list-style-type: none"> Attend meetings to observe the meeting as invited and participate in discussions, as appropriate.
Secretariat	<ul style="list-style-type: none"> Arrange time and venue/online details for meetings Support the Chairperson to draft an agenda Support the Chairperson to induct new members as required Receive and review meeting papers and any attachments Distribute the agenda and agenda papers in accordance with the IAG's Terms of Reference Prepare and distribute minutes Record actions and distribute this record Manage the forward plan Retain, file and publish an official set of agenda, papers, actions arising reports and confirmed record of each meeting's discussions and decisions (minutes) Manage out of session discussions and decisions via Flying Minutes. Maintain Intranet pages, MS Teams and SharePoint sites relevant to the group.

5. Governance

- The IAG functions under the authority of the Library Board of Queensland, which approved the IAG's creation in 1997-98.
- The IAG Chairperson reports to the Library Board of Queensland on key issues discussed from its meeting and make recommendations to the Library Board on any matters requiring the endorsement of the Library Board.
- The IAG provides advice to the Library Board of Queensland.
- IAG recommendations are made by consensus.
- The IAG does not have authority to create relevant sub-committees or groups.
- In-camera sessions will only occur with IAG members. No State Library staff members will be involved in these discussions.

5.1. Induction of new members

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

- a welcome letter with introductory information and a statement outlining member's responsibilities and contributions

- the IAG Terms of Reference
- The Corporate Governance framework (as detailed in the Annual Report)
- the approved minutes of the last 3 meetings of the IAG.

5.2. Declaration of interest

All members must declare any real or potential conflict of interest, and manage those in consultation with the Chairperson, including absenting themselves though the meeting, relevant sections and ensuring the recording of those absences.

5.3. Amendments to Terms of Reference

These Terms of Reference may be altered following consultation and endorsement by the IAG members and approval by the Library Board of Queensland. (see section 5.0).

These Terms of Reference will be reviewed will be reviewed biennially, in conjunction with the biennial IAG self-evaluation.

5.4. Evaluation

The IAG will conduct a biennial self-assessment to appraise:

- the performance of IAG against these Terms of Reference
- the continuing relevance of the Terms of Reference
- the effectiveness of the group in terms of outcomes
the effectiveness of governance and administrative processes.

6. Operational arrangements

6.1. Meeting frequency

The IAG meets at least 3 times per annum. Two meetings will be held online and 1 meeting held face to face.

The face-to-face IAG meeting will coincide with a State Library event and members will have the opportunity to informally meet with First Nations State Library staff in kuril dhagun or another appropriate space.

IAG meeting dates correspond to Library Board meeting dates and so some flexibility around this may be required. The Library 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 Secretariat, and an apology will be recorded.

6.2. Quorum

A quorum of the IAG will be the Chairperson and 3 members. In the absence of having a quorum, items can be progressed via a Flying Minute or at the next meeting.

6.3. Distribution of agenda and meeting pack

The agenda and meeting papers will be distributed to group members, guests and observers (as required) at least 5 business days prior to the scheduled meeting date. Matters are considered and decided in accordance with the agenda.

6.4. Preparation of draft minutes

The Secretariat is responsible for the preparation of the meeting minutes. The draft meeting minutes are to be provided to the Chairperson of the IAG no later than 5 business days following each 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 will be maintained by the officer responsible for the Secretariat function and will contain relevant attachments.

6.5. Urgent out of session matters

Urgent matters that cannot wait to be resolved until the next scheduled meeting, can be managed as a Flying Minute. The Flying Minute will be submitted to the next meeting of the IAG to ensure the outcomes are recorded in the minutes.

6.6. Fees

No fees are payable to sitting members of the IAG.

6.7 Expenses

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

7. Approval

The IAG Terms of Reference was formally approved by the Library Board of Queensland on 15 April 2025.