

TERMS OF REFERENCE

Library and Archives NT (LANT) Community Reference Group

1.0 BACKGROUND

Library and Archives NT (LANT) was formed in September 2019 as a result of the amalgamation of the Northern Territory Library (NTL) and the Northern Territory Archives Service (NTAS) – both branches within the Community Participation, Sport and the Arts Division, Department of Tourism, Sport and Culture (DTSC). The primary rationale for merging the two branches was to improve public services by bringing together existing expertise, collections, systems and facilities.

LANT is responsible for collecting, preserving, providing access to and promoting the history and documentary heritage of the Northern Territory. LANT collections include NT Government archives, books, newspapers, photographs, maps, magazines, ephemera, websites, letters, diaries, community and organisational records, and oral histories. LANT also provides other archival services to the NT Government; develops public library services to meet the needs of the Territory's diverse communities in partnership with local governments; and delivers a Parliamentary Library Service for members and staff of the Legislative Assembly.

2.0 PURPOSE

The purpose of the LANT Community Reference Group (the Reference Group) is to:

- promote and support the work of LANT
- provide feedback to LANT on its development, direction and service provision.

3.0 MEMBERSHIP

The Reference Group will consist of:

- a Chairperson – recommendations for this position will be submitted by the CEO, DTSC (from Senior Director LANT) to the Minister for Tourism, Sport and Culture (the Minister) for selection and appointment
- eight community representatives - appointed on the basis of an Expression of Interest (EOI) process
- the Senior Director of LANT.

4.0 NOMINATION AND APPOINTMENT PROCESS

Nominations for the Reference Group will be sought through EOI advertisements in the NT News and on the Departmental website. Key stakeholders and organisations may also be invited, where appropriate, to nominate a representative.

Each EOI must demonstrate the contribution that the nominee can make to the Reference Group including but not limited to:

- interest in the work of LANT
- recognised experience and knowledge relevant to the work of LANT
- ability and willingness to raise community awareness of LANT
- demonstrated ability to work with a diverse group of people with differing values, interests, backgrounds and expertise.

Reference Group members will be selected based on eligibility criteria. A diverse membership base will be selected (including gender balance), as far as practicable.

Members will be appointed by the Minister, based on recommendation by the Chief Executive Officer, DTSC.

The Minister may nominate an observer to attend meetings of the Reference Group at any time. Other observers and/or guests may be invited to attend meetings with the prior approval of the Chair.

5.0 ROLES

The role of a Reference Group member is to:

- promote and support the work of LANT
- provide advice to LANT on its development and direction
- share information and opportunities collaboration with stakeholders and the community
- assist in the dissemination of information to the community.

The role of the Chairperson of the Reference Group is to:

- advise members of their roles and responsibilities
- conduct meetings to foster effective consideration of issues referred to or raised by the Reference Group
- liaise with the Senior Director, LANT to set meeting dates and agendas for meetings
- ensure accurate reporting of the advice and recommendations of the Reference Group is provided to the CEO and Minister annually, or upon request
- nominate an alternate Chairperson in the event that the Chairperson elect cannot attend a meeting.

6.0 TERMS OF APPOINTMENT

Members must adhere to the NT Government Boards Handbook, which supports the work of all NTG Boards and Committees.

Members will be appointed by the Minister for a three-year term.

Members of the Reference Group are not remunerated.

If members do not attend three consecutive meetings, they may have their membership reviewed.

7.0 OPERATING ARRANGEMENTS

The Reference Group will meet quarterly (four times per annum).

A meeting quorum shall comprise half the members of the Reference Group.

Members shall declare conflicts of interest and inform the Chairperson immediately if a matter comes before the Reference Group in which they may have a personal or financial interest.

Each member of the Reference Group can request, via the Chairperson, to invite a non-member to attend meetings as observers or spokespersons having regard to the matters under discussion.

DTSC will provide Secretariat support to the Reference Group and will assist the Chairperson to organise meetings, prepare agendas and record and distribute minutes.

8.0 REPORTING

The Reference Group will report annually to the CEO and the Minister, or as required.

9.0 IMPLEMENTATION AND REVIEW

This Terms of Reference is effective until June 2023.

A periodic review of the Terms of Reference must be undertaken by the Senior Director, LANT.

Revisions to the TOR for the Reference Group require approval by the CEO.