

Terms of Reference (Vice-Chancellor approved) - University Collections Committee

Section 1 - Overview

Establishment of the Committee

(1) The Committee is established as a Vice-Chancellor's Committee and is delegated a number of functions in relation to cultural, teaching and research collections at the University.

(2) The establishment of this Committee and the delegation of powers to it are actions authorised by the Vice-Chancellor and Chief Executive Officer.

Objectives

(3) To advise the Vice-Chancellor and Chief Executive Officer on significant matters relating to the development, documentation, care, access, research and interpretation of the University collections.

Section 2 - Committee membership

Membership

(4) Members of the Committee are as follows:

- a. Vice-Chancellor and Chief Executive Officer;
- b. Pro Vice-Chancellor (Academic Innovation);
- c. University Librarian;
- d. University Curator, Cultural and Teaching Collections;
- e. One Faculty Dean or Associate Dean (collections custodians);
- f. Two academic staff with direct responsibilities for collection material;
- g. One Research Services representative; and
- h. One member of technical staff who actively manages a collection.

Co-opted Members

(5) Additional members as may be co-opted from time to time for a specified period and purpose, at the discretion of the Chair.

Chair

(6) The Vice-Chancellor and Chief Executive Officer will act as Chair. If the Vice-Chancellor and Chief Executive Officer is unavailable to act as Chair, then the Pro Vice-Chancellor (Academic Innovation) will act as Chair. If the Pro Vice-Chancellor (Academic Innovation) is unavailable to act as Chair, then the Committee will elect a Chair to act during the period the Vice-Chancellor and Chief Executive Officer and the Pro Vice-Chancellor (Academic

Innovation) are unavailable.

Gender representative objectives

(7) Gender representation shall be in accordance with the [Gender Representation on Decision Making and Advisory Committees Policy](#).

Section 3 - Functions of the Committee

(8) Functions of the Committee are to:

- a. Develop a University collections strategy and establish a University-wide collections policy that ensures collections form an inseparable part of the learning, teaching, research and outreach at the University.
- b. Ensure that collection items are only acquired to enrich University programs and are sourced through ethical collecting practices, recognising relevance, provenance and legal title.
- c. Make safe existing collections; ensuring adequate funding is available to physically maintain, properly document, value and insure items.
- d. Establish the legal framework to ensure collections are recognised by the University Council and embedded in University governance structure.
- e. Recognise the responsibilities associated with legacy collections and work, to ensure such collections are handled appropriately and within government guidelines.
- f. Establish a sub-structure of working groups to responsibly govern the individual needs of various collecting areas and provide strategic, policy and operational advice to those working groups.

Section 4 - Authorities

(9) This Committee is established under the authority of the Vice-Chancellor and Chief Executive Officer, to perform the approval, advice and monitoring functions set out in these Terms of Reference, and all matters ancillary to those functions.

Section 5 - Conduct of Committee Business

Reporting

(10) The Committee will provide any advice/reports to the Vice-Chancellor and Chief Executive Officer as required, or to any other University Committee at the discretion of the Chair.

Meetings

(11) The Committee will meet on a quarterly basis and is expected to use technology and 'flying minutes' to attend to urgent matters. [Committee members are expected to be available on short notice, however, should be given as much notice as is practicable in the circumstances of matters arising.]

Quorum

(12) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

Business Papers

(13) Unless the Chair directs otherwise, Committee business papers, or 'flying minutes' and explanatory documents

accompanying them, will be distributed to Committee members as required, and with as much notice as is practicable under the circumstances.

Resolutions

(14) The Committee may pass a resolution by 'flying minute' provided that the resolution has been approved by a simple majority of the Committee members at the time the resolution is made.

Minutes

(15) Meeting notes will be kept to a minimum and circulated promptly following the meeting, including all action items. These will not require formal endorsement by the Committee.

Disclosure of Information

(16) Public disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

Use of Technology

(17) For its business papers, meetings and otherwise to conduct its business the Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Committee Secretary.

Self-Review

(18) Once every twelve month period, the Committee shall devote at least one part of one meeting to the review of its policies, practices and procedures over the preceding 12 months.

Secretary to the Committee

(19) The Library Executive Officer will act as Secretary and provide administrative support to the Committee.

(20) The Secretary is responsible for ensuring all Committee agendas, minutes and reports are recorded in the University's corporate record keeping system (TRIM), in accordance with the University's [Records Management Rule](#).

Status and Details

Status	Current
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	To Be Advised
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