



## **Australian SKA Science Advisory Committee (ASSAC)**

### **Charter**

March 2023

### **Objective**

1. The Australian SKA Science Advisory Committee (the Committee) provides scientific advice and outreach in relation to the SKA project in Australia, to maximise the benefits to science and Australia. It has been established to:
  - a. Engage with, keep informed and seek advice from the wider Australian astronomical community on SKA matters.
  - b. Seek opportunities to collaborate and hold joint meetings with scientists from SKA partner nations.
  - c. Contribute to scientific outreach to the Australian public about the SKA project.
  - d. Provide technical and high-level scientific advice on SKA matters to the Australian SKA Coordination Committee (ASCC) and the Australian Government.

### **Membership**

2. The Committee has a maximum of eight members including:
  - a. At least one member of the SKA Science and Engineering Advisory Committee (SEAC).
  - b. At least one member from the Commonwealth Scientific and Industrial Research Organisation (CSIRO).
  - c. At least one member from the International Centre for Radio Astronomy Research (ICRAR).
  - d. The Director of the Australian SKA Regional Centre (AusSRC).
  - e. At least one member through an open call to the community.
  - f. Up to three other members with relevant experience as required.

### **Appointment term**

3. Members, including the Chair, are appointed by the ASCC Chair for up to three years.
4. Members can be reappointed when their term finishes.
5. Members can resign from their position at any time. Members may be discharged at any time at the discretion of the ASCC Chair if there is reasonable cause.

6. A Deputy Chair may be appointed by the Committee Chair and may act in the Chair's absence.

### **Skills and knowledge**

7. Members of the Committee will include a diverse group of eminent scientists with a range of astronomy and other relevant backgrounds.
8. Experience in outreach and other relevant activities will be considered highly valuable among appointments of expert members.

### **Remuneration**

9. Members of the Committee are not remunerated.

### **Observers**

10. At the Chair's discretion, internal staff or external parties may attend meetings (in whole or in part) as Observers. This is likely to include:
  - a. Staff in the Department of Industry, Science and Resources.
  - b. Australia's science representative on the SKAO Council.

### **Independence**

11. The Committee has no executive powers in relation to the operations of the Department of Industry, Science and Resources.

### **Conflict of Interest**

12. On engagement and each year thereafter, members of the Committee and its sub-committees will provide written declarations to the Chair of any actual, perceived or potential conflict of interest they may have in relation to their participation on the committee.
13. Members should consider past employment, consultancy arrangements and related party issues in making these declarations. The Chair must be satisfied that the Committee has sufficient processes in place to manage any actual, perceived or potential conflict.
14. At the beginning of each Committee or sub-committee meeting, members are required to declare any actual, perceived or potential conflict of interest that may apply to specific matters on the meeting agenda.
15. Where required by the Chair, the member will be excused from the meeting or from the Committee's consideration of the relevant agenda item(s). Details of actual, perceived or potential conflicts of interest declared by members of the Committee and its sub-committees, and action taken, will be appropriately reflected in the minutes.
16. Conflicts of interest will be managed by the Chair, in consultation with the Deputy Chair (if appointed).
17. If the Chair has an actual, perceived or potential conflict, it must be declared prior to the meeting commencing to the Deputy Chair or, if there is no Deputy Chair, to the Secretariat to determine the best way forward.

## Meetings

18. The Committee plans to meet at least twice a year to carry out its objectives, and may hold additional meetings as required to address arising issues. The Chair may call a meeting if requested by another Committee member.
19. The Committee will meet virtually, with the intention to meet in person at least once per year where practicable.
20. Engagement with the Committee may be conducted by correspondence.

## Secretariat

21. The Department of Industry, Science and Resources will provide secretariat services to the Committee.

## Review of functions

22. The Committee will review the appropriateness of this Charter at least every two years.

## Disclosure and Use of Information

23. Committee members must not use or disclose information obtained by the Committee, except in meeting the Committee's responsibilities or unless expressly agreed by the Chair.

## Sub-committees

24. The Committee may establish sub-committees consisting of Committee members and potentially external members to assist the Committee in meeting its responsibilities. A member of the Committee may be appointed as the Chair of the sub-committee.