

Request for Quotation

HR Policy, Procedures and Community Liaison Position Description

AICCM Reconciliation Action Plan (Reflect)

1. Project Requirement

The Australian Institute for the Conservation of Cultural Material (AICCM) is the professional body for cultural material conservators in Australia (<https://aiccm.org.au/about/>). AICCM is seeking quotations from suitably qualified First Nations consultants to deliver three elements identified within the scope of AICCM's Reflect Reconciliation Action Plan (RAP) (<https://aiccm.org.au/advocacy/reconciliation-committee/>)

AICCM acknowledges that we live and work on the unceded land of First Nations peoples, and for the AICCM, the RAP aims to increase understanding, value and recognition of First Nations cultures, histories, knowledge and rights by embedding reconciliation principles into all aspects of AICCM's operations. This consultancy is considered to fall under section 50D of the anti-discrimination act and is best provided by an identified First Nations person.

2. Scope of Works

A suitably qualified First Nation's consultant is requested to quote on completing three elements as outlined below, over a period ending in November 2024.

Reconciliation Action Plan Reference	Scope of works	Deliverable	Due Date
RELATIONSHIPS Action 4: Promote positive race relations through anti-discrimination strategies.	1. Conduct a review of established AICCM HR and event management policies and procedures to identify anti-discrimination provisions and future needs.	<p>Review and provide recommendations for future anti-discrimination provisions for onboarding staff, noting that AICCM currently has no HR policies or procedures in place.</p> <p>As well as review of HR policies, this deliverable also includes review of culturally inclusive guidelines for planning and running AICCM events such as meetings, lectures, workshops and conferences.</p> <p>AICCM is a not-for-profit volunteer organisation currently supported by five contractors (Secretariat, Bookkeeper, Web Editor, Communications Officer, and Copy Editor). Policy development has been limited to 'AICCM Code of Ethics and Practice' (the guiding document for practicing conservators), a draft 'Code of Conduct' (in review), and a Privacy Policy (see appendix). The scope of this deliverable does not include review of the AICCM Code of Ethics and Practice, Code of Conduct or Privacy policy.</p>	15/10/2024

	2. Integrate anti-discrimination provisions into new Human Resource (HR) and/or relevant onboarding and event management policies and procedures.	Develop a set of culturally inclusive guidelines for AICCM hiring and events.	15/11/2024
RESPECT Action 8: Improve employment outcomes by increasing First Nations peoples recruitment, retention and professional development.	3. Develop a business case and position description for appointment of an identified First Nations contractor for the role of AICCM Community Liaison.	Using the guidelines developed in the first two deliverables, present a business case and position description for an AICCM identified First Nations Community Liaison Representative. In the first instance the term of this business case is specifically for appointment of a Community Liaison representative between March – December 2025 to assist with planning and delivery of AICCM National Conference, currently planned for 12 -14 November 2025. The conference proposal is attached below.	15/11/2024

3. Indicative Milestones

	Indicative Milestones	Indicative timeline	Format
1	Submission of quotation to secretariat@aiccm.org.au	30/08/2024	
2	Review of quotes by AICCM representatives	13/09/2024	
3	Appointment of consultant and project initiation with AICCM representatives. Discussion of timelines and milestones	27/09/2024	Meeting (in Teams or in person)
4	Project review with AICCM representatives.	15/10/2024	Written work plan with meeting (Teams or in person)
6	Project completion	15/11/2024	Written report document, with meeting to summarise (teams or in person)

4. Key Stakeholders

- AICCM President – currently Alice Cannon, but likely a change in committee at AICCM AGM in October 2024 (president@aiccm.org.au)
- AICCM Chair of the Reconciliation Committee (Samantha Hamilton samantha@rockartaustralia.org.au)

5. Resources available to the Consultant upon appointment

- Access to AICCM policies and procedures Dropbox files
- Access to AICCM National Conference 2025 planning documents (Conference proposal attached at end of this document for reference)

6. Quotation

Please complete the quotation below

The response to this Request for Quotation should address the evaluation criteria in section 8.

Any charge not stated as being additional to the Offered Price will not be payable by AICCM.

	DELIVERABLE	Format	Predicted task hours	Amount ex GST
1	Develop a review document outlining current AICCM HR policies and procedures, and recommendations for future anti-discrimination provisions	Written report document, with meeting to summarise (teams or in person)		\$
2	Develop a set of culturally inclusive guidelines for AICCM hiring and events.	Written report document, with meeting to summarise (teams or in person)		\$
3	Present a business case and position description for an AICCM identified First Nations Community Liaison Representative. In the first instance the terms of this business case is specifically for appointment of this representative between March – December 2025 to assist with planning and delivery of AICCM National Conference,	Written report document, with meeting to summarise (teams or in person)		\$
4	<i>Project completion</i>	<i>15 November 2024</i>		
		Total		\$
		GST 10%		\$
		Total inclusive of GST		\$

7. Insurance Requirements

The Consultant to hold current Professional Indemnity and Public Liability Insurance.

The respondent is required to forward Certificates of Currency, with the responding quotation, for:

- *Workers Compensation,*
- *Professional Indemnity, and*
- *Public Liability, for a sum no less than \$5 million*

8. Evaluation Criteria

Responses will be assessed as follows:

Item	Criteria
A	Relevant Experience – experience undertaking similar pieces of work within Australia
B	Demonstrated understanding of the scope of works and deliverables
C	Delivery timeframe – project schedule including reporting milestones
D	Cost and overall value for money

9. Contact and Quotation due date

For enquiries relating to this quotation or for more information, please contact Samantha Hamilton
samantha_hamilton@bigpond.com

Please submit your quotation by **30/08/2024** to Michelle Berry, AICCM Secretariat
secretariat@aiccm.org.au

Appendix 1

a. Link to existing AICCM policies

- AICCM Code of Ethics and Practice

<https://aiccm.org.au/about/code-ethics-and-practice/>

- AICCM Privacy Policy

<https://aiccm.org.au/privacy-policy/#:~:text=Australian%20Institute%20for%20the%20Conservation%20of%20Cultural%20Material%20has%20no,be%20transferred%20to%20international%20bodies.&text=Sensitive%20Information-,Australian%20Institute%20for%20the%20Conservation%20of%20Cultural%20Material,collect%20sensitive%20information%20about%20members.>

b. AICCM 2025 National CONFERENCE PROPOSAL

12-14 November 2025, State Library of Queensland and QAGOMA, Magandjin/Brisbane

INTRODUCTION

The AICCM Queensland division will be hosting the 2025 National Conference in Magandjin/Brisbane with support from the National Council, the AICCM Reconciliation Committee and external partners. We are exploring a theme which reflects on the preservation of First Nations cultural materials in Australia. The conference aims to both activate and promote the current AICCM Reconciliation Action Plan (RAP), and provide a forum for AICCM members, First Nations peoples, local, national and international stakeholders, makers and audiences to explore histories of the way we care for our cultural heritage in Australia. This is with the recognition that First Peoples are the key stakeholders in the conservation of First Nations cultural heritage.

LINK to RAP

AICCM members and stakeholders play an important role in continuing and conserving the tangible and intangible heritage of the world's oldest living culture. There are limited whole-of-profession platforms for discussion and reflection of conservation practice with regard to preservation of First Nations cultural materials in Australia.

The conference links to deliverables within the AICCM 'Reflect' RAP and aims to bring stakeholders together to reflect on embedding principles of reconciliation into AICCM and members' work practices. Conference planning will be guided by RAP framework of Relationships, Respect, Opportunities, and Governance.

Program topics could include:

Reconciliation

- Building strong foundations using the RAP framework.
- Challenging conservation approaches for best reconciliation outcomes
- Increasing First Nations voices in conservation practices - ways to improve employment, retention and professional development opportunities.

Cultural learning

- The generative capacity of First Nations knowledge for conservation practice
- Opportunities for cultural awareness training for AICCM members
- Curated panel discussions - e.g voices from art centres
- The role of conservation in repatriation of cultural materials and challenging colonial practice

- National and international perspectives on cultural sector strategies including reconciliation, decolonisation, long-termism and intergenerational justice
- Understanding gender protocols when caring for First Nations culture

Conservation practice

- Conservation case studies to be presented which explore the history of shared, collaborative or co-designed conservation treatments, approaches and methodologies.
- Discussion around decision making trees to empower effective decision making around caring for First Nations culture
- Case study topics may include treatments, ethics and choices, conservation histories and journeys, materiality, science and analysis, loss and loss compensation, repair, decision making, contemporary art, historic materials, tangible and intangible, museums, art galleries, communities.

POTENTIAL PARTNERSHIPS AND STAKEHOLDER ENGAGEMENT

Conference partnerships are vital, and the conference could be co-presented with external communities and organisations. Stakeholder mapping is required to identify partners. Partners could include

- Indigenous Art Centres Alliance (IACA) <https://iaca.com.au/>
- Arnhem, Northern and Kimberley Artists (ANKA), desart (the peak arts body for Central Australian Aboriginal Arts and Crafts centres),
- Rock Art Australia,
- Indigenous Art Fairs (Cairns and a Darwin),
- Education providers,
- Reconciliation Australia and affiliated state organisations.