Australian Institute of Architects

Terms of Reference

Acumen Content Review Panel (ACRP)

Last updated November 2023

1. Aim

To develop and maintain the accuracy, currency and quality of the Institute's Acumen Practice Notes database content.

2. Process & outcomes

2.1. Review of existing Acumen content (excluding Environment section).

2.2. Identify areas requiring update, review or improvement in existing content and formatting of available information to maximise access for Institute members.

2.3. Approve development of new or updated content which may be submitted from any source.

2.4. Before publication, the Acumen Content Review Panel (ACRP) will commission and review content as per Diagram 1 'Acumen process – commissioned to published note' and as laid out below:

a. The ACRP will evaluate feedback and incorporate as appropriate.

b. The ACRP will approve for publication.

c. Legal input will be sought to approve for publication (if applicable), confirming any substantial changes with the ACRP and the author to ensure intent is still correct.

d. The Acumen editorial team will edit to meet Institute language guidelines (in addition to *Acumen Style guide* and *Acumen Author Guidelines*) and publish.

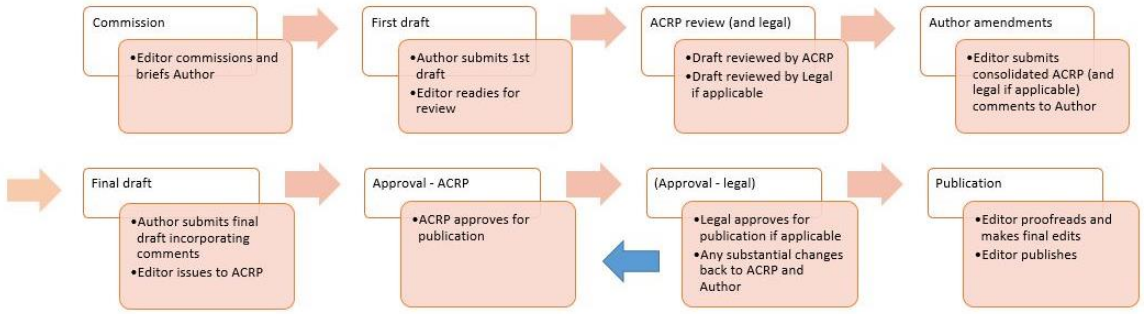


Diagram 1: Acumen process – commissioned to published note

2.5. The ACRP may seek input from relevant experts, other Institute members and staff, relevant focus groups or reference groups, and the like.

2.6. Members will be regularly advised about the publication of new material and alerted to content changes via e-alerts.

2.7. An ongoing review schedule will be developed to ensure regular oversight of all content.

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3. Membership

3.1. The ACRP will comprise of:

a. a minimum of six and up to eight member representatives representing small, medium and large practice
b. the Institute's National Editor Knowledge Services
c. one management representative, being the General Manager Policy, Advocacy & Education (or nominee).

3.2. Member representatives must be current active members of the Institute.
3.3. Member representatives are to include practicing registered architects or consultants.
3.4. Where possible and practical, member representatives should also reflect diversity from the viewpoints of gender, regional/urban locations, Aboriginal and Torres Strait Islander background, Chapter, and level of practice experience.
3.5. The ACRP may, from time to time, include persons (who may be non-members) with particular expertise co-opted to the ACRP in an advisory role.
3.6. ACRP members should anticipate an allowance of eight hours on average per month towards reviewing, meetings, etc.
3.7. Terms of appointment are two/three years with a percentage retiring each year. Members may re-nominate.
3.8. The Chair will be selected from within the ACRP by majority vote.
3.9. A Deputy Chair may be appointed.
3.10. ACRP appointments will be by open nomination through an Expression of Interest (EOI) process, National Practice Committee, Chapters and/or their Practice of Architecture Committees and should include a personal statement advising why the member wishes to be on the ACRP.
3.11. The ACRP and Institute management representative will assume the ongoing selection of ACRP members.
3.12. The ACRP Chair, Deputy Chair and Institute management representative will assess the ongoing performance of the ACRP.
3.13. The Chair or Deputy Chair (or nominee) will represent the ACRP at National Practice Committee meetings.
3.14. Interest, conflict and disclosure of interest. The Institute's standard provisions for identifying and managing disclosures of "Interests" extend to the members of the ACRP. The staff member on the ACRP may also raise an Interest or possible Interest for determination by the group. For a copy of these provisions, please refer to the *National Council Charter*. Where a potential or perceived conflict of interest arises, the concerned member should raise the issue for consideration by the ACRP and the course of action determined in line with the standard provisions of the National Council Charter.

4. Meetings

4.1. The ACRP will convene regularly, at an agreed frequency, sufficient to ensure delivery of required outcomes.
4.2. Meetings are generally held by teleconference monthly, and face to face once a year where possible (subject to the appropriate budget and work load).
4.3. A quorum is constituted by half the number of ACRP members plus one.

4.4. Meetings are to be minuted and actions recorded. A database is to be retained to assist in managing the documents and status of the work undertaken.

4.5. The ACRP may approve resolutions via any electronic means. These circulating resolutions must be circulated by or on behalf of the Chair, and approved by majority vote within 48 hours after the resolution has been sent electronically.

4.6. The ACRP may recommend payment for commissioned material, subject to the relevant budget being available.

4.7. Any dispute should be resolved within the context of the group. Where this proves impossible, disputes will be referred to the management representative, being the General Manager Policy, Advocacy & Education.

5. Budget

5.1. The Institute will make funds available to maintain the Acumen Practice Notes resource to Institute members and to enable a management process to ensure information is informative and relevant.

5.2. Where funding is provided, the Institute in conjunction with the stakeholder, will formulate KPI/key criteria to successfully fulfil the agreement.

6. Obligations

6.1. All committee members are obligated to fulfil their roles, tasks and responsibilities in an accountable, professional and expedient manner and in accordance with both the Institute's *Code of Professional Conduct* and *Employee and Member Behaviour Policy.*

6.2. It is expected that members will:

- be honest and constructive in their feedback
- be ready to ask questions and willing to challenge the status quo
- spend time on an issue commensurate with its importance
- share their views, ideas and criticisms without bias or favour
- always come prepared to contribute
- participate actively in the affairs of the ACRP
- respect their fellow members and the members and staff of the Institute
- take responsibility and carry a fair share of the load.

7. Review

The ACRP's Terms of Reference shall be reviewed and approved by the ACRP on a biennial basis or as deemed necessary.

I understand and agree to participate in the ACRP according to these Terms of Reference.

Signed	
Name	
Date	