

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

18 March 2014

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GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE TERMS OF REFERENCE

Adopted by Resolution of Council on 18 March 2014

For Review March 2016

1. Purpose

The Greater Shepparton Heritage Advisory Committee will advise Council on the future development of cultural heritage matters across Greater Shepparton. It has no executive authority and will operate in accordance with these Terms of Reference.

2. Role of the Greater Shepparton Heritage Advisory Committee

- a. Act as an advisory committee to Council on cultural heritage and conservation issues within the Municipality.
- b. Promote community participation in and awareness of cultural heritage issues within the Municipality.
- c. Provide:
 - i. an advocacy role in cultural heritage matters within the Municipality and to Council,
 - ii. advice on best practice in the management and conservation of all cultural heritage and its applicability to the Municipality,
 - iii. advice and recommendations on proposals related to cultural heritage places, collections and objects when referred or brought to the Committee/Council, and
 - iv. advice and recommendations to Council on policy matters relating to cultural heritage including but not limited to, the Greater Shepparton Planning Scheme.
- d. Make recommendations to Council about further work required to conserve, identify, document and promote Greater Shepparton's cultural heritage.
- e. Provide advice on recommendations for nominations of local, state, national or international cultural heritage significance.
- f. Assist Council in the dissemination of information concerning the identification of places and objects of cultural significance.
- g. Provide advice on events, community and school education materials, specialist trade courses, etc to further cultural heritage and conservation awareness within the Municipality.
- h. Assist the Heritage Advisor(s) appointed by Council to undertake research, identify places for inclusion in a Heritage Overlay or Precinct, and any other strategic level work required by the Heritage Advisor or Council. This will be dependent upon budget availability.
- i. Provide advice on marketing, branding and promotion of heritage and heritage related tourism within the Municipality.

- j. Assist Council in sourcing external funding opportunities to further cultural heritage conservation, promotion, management and education.
- k. Council will host an annual or biennial Cultural Heritage Awards ceremony in partnership with the Heritage Advisory Committee. If the Committee deems it to be appropriate, the Awards ceremony may be affiliated with other organisations, such as The National Trust of Australia (Vic). Successful nominations will be selected via a public nomination process. Nominations will be assessed by the Committee against the conservation principles outlined in the Australia ICOMOS (International Council of Monuments and Sites) Burra Charter 2013 and the Cultural Heritage Award Guidelines. A judging panel will be made up of representatives from the Heritage Advisory Committee. The Panel will advise Council of its recommendations for winning entries in each of the Award categories.

The Committee does not act as an internal referral body to assess/comment upon applications. This stipulation does not limit or prevent individual members of the Committee from making submissions, objections or appeals to current applications or proposals being assessed by Council.

3. Committee Membership

- a. The membership of the Committee shall consist of the following members and be approved by resolution of Council:
 - i. Up to two Councillors (voting Committee members);
 - ii. Up to two (2) members of Council's Strategic Planning Team (non-voting Committee members);
 - iii. Council's Heritage Advisor (a non-voting Committee member);
 - iv. one (1) voting Committee member from each of the following ten (10) member organisations (more than one member from each organisation is welcome to attend the Committee meetings but only one member has a vote);
 - Bangerang Cultural Centre,
 - Dookie Historical Society,
 - Historical Society of Mooroopna,
 - Katandra and District History Group,
 - Merrigum and District Historical Society,
 - Murchison and District Historical Society,
 - Shepparton Heritage Centre,
 - Tatura and District Historical Society,
 - Toolamba and District Community Plan Steering Committee, and
 - Yorta Yorta Nation Aboriginal Corporation.

Each organisation must resolve to nominate a representative to the Committee. In the event that this representative is unable to attend a Committee meeting, each organisation should nominate a second representative who can attend and vote at Committee meetings in their absence.

- v. three (3) members of the community unaffiliated with any of the organisations outlined above. Council will call for applications from members of the community to sit on the Heritage Advisory Committee as voting members for a two (2) year term. Applications will be assessed by the Heritage Advisory Committee, which will then make recommendations to Council. The Committee is not obliged to nominate candidates to all three community positions and will assess each nomination against the candidate's ability to

fulfil the Committee's functions as outlined in the Committee's Terms of Reference, as well as the following selection criteria:

- Demonstrated experience in area or building conservation, or the development industry in general,
- Knowledge of conservation and historical issues affecting the Municipality, and
- The ability to access historical or conservation networks and stakeholder groups.

The Committee will advise Council of its recommendations for community positions. Should a vacancy occur within the appointed time frame, Council may appoint a replacement for the balance of the term.

- b. Council will provide appropriate officers to support the Heritage Advisory Committee as the need arises and within the scope of the role of the Committee. Examples of this in practice could include conducting master classes to provide for capacity building within the Committee, and updating the Committee on projects and activities within Council that may be of interest or have a bearing on the Committee's role and/or activities.

4. Committee Meeting Procedure

- a. A Chairperson, Deputy Chairperson and Secretary will be elected by the Committee for the duration of a one (1) year term. The Chairperson of any Sub-Committee will also be appointed by the Committee for the duration of one (1) year.
- b. If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for that meeting.
- c. The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. In the event of an equal number of votes, the Chairperson shall have an additional casting vote.
- d. The Committee shall have a quorum which is equal to one-half plus one of the total number of voting Committee members.
- e. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
- f. The Committee shall meet at least every month or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.

Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability. It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations.

5. Committee Conduct Principles

Committee members are expected to:

- actively participate in Committee discussions and offer their opinions and views,
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- act with integrity,
- attend each meeting where practical, and

- avoid conflicts of interest and the releasing of confidential information.

6. Assemblies of Councillors

In accordance with the *Local Government Act 1989*, the definition of an Assembly of Councillors includes any meeting of an advisory committee of Council if at least one Councillor is present. Any Councillors in attendance at meetings of the Committee are required to declare any conflicts of interest. Following the meeting, a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance,
- the matters considered,
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the Committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The Terms of Reference for the Greater Shepparton Heritage Advisory Committee will be reviewed on a biennial basis prior to the recruitment of community members.