



# **Greater Shepparton Heritage Advisory Committee Terms of Reference**

**Adopted 21 February 2023**



## 1. Purpose

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

## 2. Role of Committee

- a. Act as an advisory committee to Council on cultural heritage and conservation issues within the Municipality, with the expectation that Council should actively seek advice prior to making a decision on cultural heritage matters under consideration by Council.
- 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 HAC/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 assets and experiences within the Municipality.
- j. Assist Council in sourcing external funding opportunities to further cultural heritage conservation, promotion, management and education.
- k. Assist Council in hosting the biennial Greater Shepparton Cultural Heritage Awards. If the HAC deems it to be appropriate, the Awards ceremony may be affiliated with other organisations, such as The National Trust of Australia (Vic).
- l. Assist Council in hosting a biennial Greater Shepparton Bruce Wilson Memorial Heritage Lecture in partnership with HAC. The Lecture will be held in alternate years to the Awards outlined above.
- m. Assist Council in hosting the Greater Shepparton Heritage Open Day/s events in partnership with HAC.
- n. Assist Council in assessing applications received for the Greater Shepparton Heritage Conservation Grants program to maintain and conserve properties within the Heritage Overlay in the Greater Shepparton Planning Scheme.

- o. Assist Council in assessing and progressing the Greater Shepparton Heritage Plaques Program and Greater Shepparton Heritage Interpretative Signage Funding Program.

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

### 3. Role of Council

Council will provide appropriate officers to support the HAC as the need arises and within the scope of its role. Examples of this in practice could include updating the HAC on projects and activities within Council that may be of interest or have a bearing on the HAC's role and/or activities; supporting the HAC's site visitations and education tours; and suggesting, facilitating and monitoring of the organisation of HAC programs and projects.

### 4. Committee Membership

#### a. Composition

The membership of the HAC shall consist of the following members and be approved by resolution of Council:

- i. up to two Councillors (voting HAC members);
- ii. up to two (2) members of Council's Strategic Planning Team;
- iii. Council's Heritage Advisor;
- iv. one (1) voting HAC member from each of the following ten (10) member organisations (more than one member from each organisation is welcome to attend the HAC 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.

Given that some geographic locations within the Municipality are currently not represented on the HAC, other formally constituted local societies or interest groups that represent an aspect of our heritage are eligible to make an application to join the HAC. Any such additional membership would follow an enabling amendment to the Terms of Reference.

- v. a minimum of two (2) and a maximum of six (6) community members unaffiliated with any of the organisations outlined above.



**b. Appointment of Members**

**i. Member organisation members**

Each member organisation in addition to its primary representative on HAC should nominate a second representative ('alternate representative') who can attend and vote at HAC meetings when the member is unable to attend.

**ii. Community members**

Council will call for applications from members of the community ('community members') to sit on the HAC as voting members.

Applications will be assessed by the HAC, which will then make recommendations to Council. The HAC is not obliged to nominate candidates to all community positions and will assess each nomination against the candidate's ability to fulfil the HAC's functions as outlined in the HAC's Terms of Reference, as well as the following selection criteria:

- an awareness of, and an interest in, the cultural heritage of the Municipality, and a willingness to have an input into the issues relating to this heritage;
- a commitment to the preservation of cultural heritage sites within the Municipality;
- a knowledge of heritage conservation processes and a willingness to acquire further knowledge;
- the ability to access historical or conservation networks and stakeholder groups;
- the ability to promote heritage within the Municipality; and
- experience in an area of building conservation.

The HAC will advise Council of its recommendations for community members.

The appointment of community members will be for a two (2) year term and will commence on a designated common date determined by Council.

**c. Attendance at meetings**

In the event that a member cannot attend a HAC meeting, an apology must be received. HAC members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at, and active participation in, HAC meetings. It is expected that each member of the HAC will attend a minimum of six meetings per calendar year.

Members who anticipate successive absences due to personal or family health problems, travel, temporary work obligations, or similar cause should apply for a leave of absence from the HAC. A maximum of one (1) year can be requested.

If a member does not attend three scheduled consecutive meetings without having been granted leave, their membership may be reviewed by the HAC, which may prompt a vacancy on the Committee.

**d. Vacancies**

If a member organisation vacancy occurs, the organisation is to fill this vacancy as soon as possible.

If a community member vacancy occurs during the two year term, Council may call for nominations for the remaining period.

**5. Committee Meeting Procedure**

- a. A Chairperson, Deputy Chairperson and Secretary will be elected by the HAC for the duration of a one (1) year term, with eligibility for no more than three (3) consecutive terms. The convenor of any Sub-committee will be appointed by the Sub-committee and may be the alternate representative of a member organisation identified in 4(a)(iv) of these Terms of Reference.
- b. If the Chairperson is not present at a HAC 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 HAC's position on any issue under consideration will be made upon a majority vote by members present or, when determined by the HAC, by proxy. In the event of an equal number of votes, the Chairperson shall have an additional casting vote.
- d. The HAC shall have a quorum which is equal to one-half plus one of the total number of voting Committee members.
- e. When the HAC'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 HAC shall meet at least every month, except January, or as otherwise determined by the Committee. The frequency of any Sub-committee meetings will be determined by the convenor of each Sub-committee. Any alternate representative appointed to a Sub-committee is a voting member of that Sub-committee. The convenor of a Sub-committee has a casting vote.

Meeting structure, agenda and minute formats should meet the needs of the HAC, 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 any recommendations. Minutes are to be forwarded to members within 14 days after a HAC meeting and any meeting agenda is to be made available to members at least three working days before a HAC meeting.

**6. Sub-committees of HAC**

Sub-committees of HAC may be set up as required to consider:

- HAC Operations:
  - Administration: Annual Report, Budget, Heritage Guidelines, Grant Coordination; and
  - Terms of Reference Review.
- Heritage Promotion and Education:
  - Heritage Signage;
  - Heritage Lecture;
  - Cultural Heritage Awards;
  - Heritage Open Days; and
  - Master Classes.

- Heritage Planning:
  - Victorian Heritage Register;
  - External Engagement;
  - Heritage Design Guidelines;
  - Heritage studies; and
  - Scoping that identifies future investigation for HAC involvement.
- Heritage Incentives:
  - Conservation Grants Program;
  - Publications;
  - Heritage Marketing;
  - Dookie College Museum; and
  - Historical Societies and Museums

The convenor of any Sub-committee will be appointed by the Sub-committee, with alternate representatives of a member organisation identified in 4(a)(iv) of these Terms of Reference also eligible to take on this role.

## 7. Committee Requirements

### a. Committee Conduct Principles

HAC members are expected to:

- attend meetings on a regular basis, or provide an apology prior to the meeting;
- actively participate in HAC discussions and offer their opinions and views;
- actively participate in at least one (1) Sub-committee outside scheduled monthly HAC meetings, subject to the purpose of the Sub-committee, with the exception of Councillor representatives to the HAC and Council staff;
- act with integrity, treat all persons with respect, listen to and consider opinions expressed by others without interrupting, and have due regard to the opinions, rights and responsibilities of others; and
- Council at any time may terminate the membership of any member of the HAC if such a request is received from the HAC.

### b. Confidentiality

HAC members are expected to maintain confidentiality in relation to any matters discussed in committee or sub-committee meetings that have been identified as being confidential.

### c. Conflicts of Interest

HAC members are encouraged to comply with the *Local Government Act 2020* with respect to any conflicts of interest. All HAC meeting agendas must contain an item for consideration of conflicts of interest.

## 8. Assemblies of Councillors

In accordance with the *Local Government Act 2020*, 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 HAC 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.PRO6* (CM Ref: M13/51766) within seven days of the date of the HAC meeting so that it can be included in the next available Ordinary Council Meeting agenda.

**9. Review**

The Terms of Reference for the HAC will be reviewed on a biennial basis prior to the recruitment of community members.