

CITY OF YARRA HERITAGE ADVISORY COMMITTEE - TERMS OF REFERENCE

Version 19/12/2017

1. **Purpose**

To provide advice to Council on heritage matters including Yarra's natural, built and cultural heritage.

2. **Role and Responsibilities**

- (a) To provide advice and recommendations to Council on:
 - (i) the monitoring and implementation of the *Yarra Heritage Strategy*;
 - (ii) the ongoing review of Yarra's heritage policies, plans and strategies;
 - (iii) any further work required to document and protect Yarra's natural, built and cultural heritage;
 - (iv) issues affecting heritage across the municipality (e. g. trends in development, sustainability or neglect of heritage places);
 - (v) policy and strategic objectives concerning City of Yarra's responsibilities for the World Heritage Environs Area within Yarra's boundary;
 - (vi) the effective promotion of Yarra's heritage including raising public awareness of heritage matters and services; and
 - (vii) nominations of state, national and world heritage significance.

3. **Membership: and attendance**

3.1 Appointments to the committee shall be made by Council and will include:

- (a) three Councillors (one from each ward), appointed on an annual basis, to take it in turns to Chair the HAC meetings and also present the Delegate Report to Council.
- (b) twelve community representatives from across the City of Yarra whom shall be drawn from:
 - (i) local heritage and community groups;
 - (ii) at least one third of the twelve members to have specific expertise from a range of sectors including but not limited to conservation architecture, landscape architecture, aboriginal heritage, history and cultural planning; and
 - (iii) a representative from the National Trust.
- (c) a membership which includes a representation mix of gender and at least two members who are no more than 30 years of age at the time of nomination, to encourage a balance reflecting Yarra's community;

3.2 Representation:

- (a) A requirement that committee members with long standing involvement in, or who hold a position in a local heritage / community groups, are a formal representative of that local heritage /community group at the HAC;
- (b) That Community representatives shall be formally appointed by the Council for a period of four years and will be selected via a public notification process which calls for nominations at least three months before the committee term expires; and
- (c) Should a vacancy occur, Council may appoint a replacement for the balance of the term.

3.3 Staff attendance at meetings

- (a) Staff in attendance at meetings will include the Senior Heritage Advisor, the Group Manager Chief Executive's Office (or representative), and the officer servicing the Committee,
- (b) Other officers will be available to attend meetings of the HAC as required by the agenda or for particular purposes as requested by the Chair or Senior Heritage Advisor.

4. Selection process and criteria for community members

- (a) The Council will seek applicants for membership of the HAC through public notices at least three months prior to the end of the current term.
- (b) Subject always to the requirements clause 3.1(b), as far as practical, the membership will reflect diversity in gender, cultural background and locality representation.
- (c) Applicants will be requested to submit a short statement of capabilities addressing the following criteria:
 - (i) A demonstrated interest or expertise in heritage.
 - (ii) That they have the approval of their respective local heritage /community group to be their representative;
 - (iii) An understanding of community needs, concerns and issues relating to heritage in the City of Yarra.
 - (iv) An understanding of the role that Local Government has in heritage matters.
 - (v) Ideas on how the promotion of heritage services could be undertaken.
 - (vi) An ability and commitment to consider and value a wide cross section of community views.
 - (vii) A commitment to participate in meetings on a bimonthly basis, or at other times as determined necessary by the HAC.
- (d) Applicants will be shortlisted by a panel of relevant staff involved in heritage, and Councillors on HAC. Shortlisted applicants may be interviewed by the panel prior to a formal report and recommendations being made to Council for approval.
- (e) Existing members may nominate to renew their membership on the HAC.

5. Member responsibilities

- (a) Members must declare any personal interest, connection or association with any matter brought before the HAC.

- (b) Members must not make improper use of information acquired as a consequence of membership of the HAC.
- (c) If matters of a confidential nature are discussed by the HAC, Members must respect that confidentiality.
- (d) A member of the HAC may resign at any time. Notice of resignation is to be provided in writing to Council and the Group Manager Chief Executive's Office.
- (e) Membership of the HAC may be terminated for any of the following reasons:
 - (i) failure to attend two consecutive meetings without prior notice; and
 - (ii) conduct unbecoming to a member, for example, a breach of confidentiality.
- (f) If Council intends to make a decision to terminate a membership of the HAC it will give the member written notice setting out the intended decision and the grounds on which it is based. The member will have the opportunity to address the Council prior to it making a decision.

6. Meeting procedure

- (a) Meetings of the committee are to be undertaken on a bimonthly basis or at other times as determined necessary by the HAC.
- (b) HAC meetings are to be chaired by the appointed Councillor on a rostered basis or if unavailable, one of the other two Councillors. If all Councillors are absent, a member agreed to by the Committee will act as Chair.
- (c) The Chair of the meeting has a casting vote (this applies to Councillors only).
- (d) The quorum for any meeting of the HAC shall be seven members.

7. Reporting and circulation

- (a) The HAC Chair will present a Delegate Report to Council after every HAC meeting on issues and advice that arise from that HAC meeting with a copy provided subsequently to all HAC members by the officer servicing the HAC.
- (b) A staff member from Council's Governance Branch (or other available officer) will be responsible for attending meetings, distributing agendas and minutes, being the central contact point for the committee and for providing any background information as required.
- (c) The Agenda and all new background information to be circulated at least a week prior to the meeting.
- (d) An annual progress report will be prepared to update Council on progress of the HAC, highlighting achievements, activities and major heritage issues affecting the municipality. This will be prepared including input and advice by the HAC and reported to Council within 2 months of the anniversary of the Committee.

8. Terms of the committee

- (a) The HAC ceases to exist after four years from the date of its appointment by Council, unless extended by Council resolution.

- (b) The terms of reference for the HAC must be reviewed during each HAC term and before consideration of appointment of any new HAC. Any changes proposed, will require approval by Council.
- (c) The HAC has no delegated authority to make determination, to act or to incur expenditure on behalf of Council.