

---

## Maribyrnong Heritage Advisory Committee

### Terms of Reference 2021

---

#### 1. Purpose

The purpose of the Maribyrnong Heritage Advisory Committee is to assist with the protection and management of heritage places. The Committee is advisory in nature and has no decision making authority.

#### 2. Objectives

The objectives of the Maribyrnong Heritage Advisory Committee are:

- to support the protection and management of heritage places
- to promote the recommendations and implementation of the Maribyrnong Heritage Plan
- to raise awareness of heritage in the municipality
- to strengthen linkages between interest groups, the community and Council.

#### 3. Definitions

- **Acting Chairperson** means an alternative delegate, in the absence of the Chairperson.
- **Chairperson and/or Co-chair** means the Councillor or Committee member/s appointed as representative to the Committee or delegate.
- **Committee** means the Maribyrnong Advisory Committee.
- **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff.
- **Council** means Maribyrnong City Council
- **Councillor** means a Councillor of Maribyrnong City Council.
- **Council Officer** means a member of Council staff.

#### 4. Dates, Times and Places of Meetings

4.1 Times and dates of meetings of Advisory Committee shall be at the discretion of the Chairperson, after seeking the views of members of the Committee and Council Officers.

4.2 The Advisory Committee will hold a minimum of four meetings throughout the year. Any additional meetings will be subject to the approval of the Chairperson.

- 4.3 Meetings shall be held at the Maribyrnong Town Hall or an appropriate alternative location, including the use of online video conference platforms.
- 4.4 An agenda for meetings held, will be delivered to each Committee member at least 48 hours prior to the date of each meeting.

## **5. Membership and Attendance**

### **5.1 Appointments to the Committee**

Council shall undertake an expression of interest process calling for community members, where an Advisory Committee is to be established.

The following criteria shall apply for the selection of community members:

- Heritage skills and other attributes of the applicant;
- Heritage qualifications of the applicant;
- The level of experience and interest in the work of the Committee;
- A broad distribution of applicants, in terms of the geographic and physical location within municipality where possible.

Where professional membership is necessary (i.e. industry specialist), an invitation will be extended to the appropriate body, seeking the appointment of a representative.

The Committee will be convened by Council and shall comprise:

- a) A Councillor representative appointed by Council
- b) Two Council Officers. At least one Council Officer must be a senior representative from the City Futures Department (ie. Manager level or above).
- c) Up to eight ordinary members selected from the following community groups, industries and/or sectors:
  - Two Community Members
  - Six Professional Members from the following organisations
    - Footscray Historical Society
    - Sunshine and District Historical Society
    - National Trust
    - Living Museum of the West
    - Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation
    - Boon Wurrung Foundation Ltd

### **5.2 Term of Appointment**

Councillor members shall be appointed for a period of one year, and will be appointed in November each year.

The period of appointment for Community members shall be for the duration of the existing Council term.

The period of appointment for professional membership shall be for the duration of the existing Council term.

### **5.3 Attendance**

A Committee member shall endeavor to advise the Chairperson and/or Council Officer of non-attendance at any meeting.

### **5.4 Failure to Attend Meetings**

Any member who is unable to attend three (3) consecutive Advisory Committee meetings shall notify the Chairperson and Council Officer in writing as to his/her availability to continue to be a member of the Committee.

### **5.5 Resignation of Committee Member**

A Committee member may resign from the Committee by advising the Chairperson and/or Council Officer in writing.

## **6. Conflict of Interest**

6.1 Committee Members must disclose a Conflict of Interest in accordance with the Local Government Act 2020.

6.2 In the event of a Conflict of Interest arising the Committee Member:

- (a) Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
- (b) Must leave the room and not participant in any discussion and/or decision.
- (c) The disclosure must be recorded in the meeting minutes.

## **7. Chairperson**

7.1 Meetings will be chaired by the appointed Chairperson and/or Co-Chair.

7.2 The Chairperson and/or Co-chair will be elected by the Committee members. Nominations must be proposed and seconded by a member of the Committee.

7.3 The Council Officer representatives on the Committee may not be nominated, nor can they participate in the appointment process.

7.4 If there is only one nominee then a vote is taken to elect that person as Chairperson. If there are two nominees then a vote is taken for each nominee (each member of the committee has one vote – they cannot vote for both nominees). If one nominee obtains a majority of votes of those present and voting then they are elected as Chairperson.

7.5 Duties and Discretions

- (a) must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee Member, member of Council staff, or member of the community; and
- (b) must call to order any person who is disruptive or unruly during any meeting.

## 8. Operations

- 8.1 The Committee has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration.
- 8.2 The Committee shall follow the general consensus principle, when determining its preferred position on matters under discussion.
- 8.3 Committee members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations.
- 8.4 The Council will provide the necessary support to assist the Committee to function effectively including:
  - (a) Maintaining contacts details of members
  - (b) Preparing and distributing agendas and prior reading materials
  - (c) Preparing and distributing meeting minutes
  - (d) Preparation of an Assembly of Councillors' record as required under Council's Governance Rules.

## 9. Review

- 9.1 A review of the role, function, membership and productivity of the Terms of Reference will be conducted once every four years or as required to ensure currency, effectiveness and stakeholder engagement.
- 9.2 Council retains the right to:
  - (a) Review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.
  - (b) Revoke these Terms of Reference at any time.