

**TERMS OF REFERENCE**

Name: City of Melton Heritage Advisory Committee

Approved by: Council

Last reviewed: 26 May 2015

**1. PURPOSE**

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Heritage Advisory Committee.

**2. RESPONSIBILITY**

The City of Melton Heritage Advisory Committee ("the Committee") has been established to:

- 2.1. Consider applications to the City of Melton Heritage Assistance Fund and make recommendations on applications to Council.
- 2.2. Promote, select and advise Council on nominations to the City of Melton Heritage Awards.
- 2.3. Act as a promotion and co-ordinating body for heritage in the community, including providing advice on marketing and promotion of the values of heritage and heritage related tourism in the City of Melton.
- 2.4. Provide advice to Council on the documentation, interpretation, management and conservation of history and heritage in the City of Melton.
- 2.5. Make recommendations to Council about further work required to document and protect Melton's heritage.
- 2.6. Provide recommendations for nomination of places to Local, State or National registers.
- 2.7. Advocate in a professional manner on behalf of the community and celebrate the community's history and heritage within the City of Melton.
- 2.8. Assist Council in sourcing external funding or sponsorship opportunities to further heritage conservation, promotion, management and education.

**3. COMPOSITION**

## 3.1. Membership

Position	Type of Appointment	Term of Office
Community Member	Elected	Two years
Community Member	Elected	Two years
Community Member	Elected	Two years
Community Member	Elected	Two years
Community Member	Elected	Two years
Community Member	Elected	Two years *
Councillor member	Appointed	
Councillor member	Appointed	
Heritage Advisor	Ex officio	
Coordinator Strategic Planning	Ex officio	
Strategic Planner	Ex officio	

\* Additional community member added to the Committee in accordance with Council resolution 26/05/2015

## 3.2. Terms and method of Nomination

Expressions of interest for appointment as members of the Committee shall be called for in local newspapers, and circulated through local heritage networks.

A review panel comprising no less than 3 officers of Council will receive nominations and appoint new members of the Committee.

Suitable members shall be appointed for a period of two years and are eligible for re-nomination.

No more than 50% of the Committee will be subject to renomination at one time.

The Councillor members shall be appointed at the Statutory Meeting of Council, or as required if a vacancy occurs.

All members of the Committee shall have normal voting rights.

## 3.3. Chair

## 3.3.1. Duties

To regulate, chair meetings, follow agenda and call for motions.

## 3.3.2. Term of Office

Two Years

## 3.3.3. Method of Appointment

The Committee shall elect a Chairperson at the first meeting of the year, from one of the Councillors.

#### **4. OPERATING PROCEDURES**

##### **4.1. Quorum**

A quorum for the Committee will require attendance of three community representatives and one Council Officer.

##### **4.2. Meetings**

The Committee will meet six times per year on a bi-monthly basis.

Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate minutes will be kept of each meeting of the Committee. As meetings are on a bi-monthly basis, the minutes will be circulated to the Committee by email for ratification to minimise the time between the Committee meetings and the minutes going to a Council meeting.

The secretary of the Committee shall be one of the Council Officers.

Council Officers will undertake administrative duties on behalf of the Committee, such as agenda, minutes, correspondence and Council reports, liaison with other Council Officers and other matters that may arise.

Council must receive apologies for all meetings no later than 2 pm the afternoon of the meeting. If a quorum cannot be met, committee members will be notified that the meeting is cancelled.

##### **4.3. Reports**

The committee will provide all minutes to Council for approval of recommendations.

##### **4.4. Expectations/ Requirements of Members**

Members are expected to:

Declare any interest, pecuniary interest or conflict of interest

Keep informed of current developments, issues and concerns in the heritage sector.

Be conversant with relevant Council plans and policies.

Be aware of the activities, interests and concerns of heritage and history groups in the municipality.

Have an understanding of and /or interest in City of Melton heritage and history.

Prepare for and actively participate in committee meetings.

Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

Treat information with sensitivity, and declare any personal interest, connection or association with any issue before the Committee.

Committee members must not make improper use of information acquired as a member of the Committee.

4.5. Evaluation and Review

Council's Policy Review Committee shall review the Terms of Reference at any time they are referred to it by the Committee. The Policy Review committee may then recommend to Council that the revised terms of reference be adopted, after which the terms of reference can be sent back to the Committee for ratification.

Council will review the Committee's role in consultation with the Committee at intervals not exceeding 3 years. The review shall consider the effectiveness and structure of the Committee.