

# Ballarat Heritage Advisory Committee

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## Terms of Reference

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## **1. Background**

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Ballarat Heritage Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The Committee is established by the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4. These Terms of Reference are authorised by a resolution R126/21 of Council passed on 23 June 2021.

## **2. Purpose**

The Committee is established for the purpose of:

- 2.1 Providing an advocacy platform for Ballarat's citizens, communities, groups, organisations and businesses relating to heritage matters.
- 2.2 To assist Council in the collection and dissemination of information with the aim of sustaining Ballarat's heritage and delivering the heritage plan.

## **3. Objectives**

The objectives of the Committee are:

- 3.1 Provide an advocacy role for heritage matters within the City of Ballarat.
- 3.2 Provide advice and recommendations to Council on policy matters relating to heritage, including not limited to, the Ballarat Planning Scheme.
- 3.3 Provide advice on recommendation for nominations of state, national or international significance.
- 3.4 Provide advice and recommendations on proposals related to heritage (including but not limited to places and collections) when referred or brought to the Committee.
- 3.5 Make recommendations to Council about further work required to document, protect and sustain Ballarat's Heritage.
- 3.6 Liaise with other interest groups and parties as required to fulfill the charter of the Committee.
- 3.7 Assist in the preparation of documents, events and other activities relating to heritage matters.
- 3.8 Assist Council in sourcing external funding opportunities to further heritage matters.

- 3.9 Consider applications for loans and grants under the Ballarat Heritage Restoration Loans Scheme and Council's heritage grants programs and to make recommendations on loans and grant applications to Council as applicable.

## **4. Roles and Responsibility**

- 4.1 The role of the Committee is to:
- 4.1.1 To have an active role in communicating community views to Council; and
  - 4.1.2 To participate in discussions at bi-monthly meetings.
- 4.2 Exercise Council's powers and carry out Council's duties and functions, in accordance with these Terms of Reference.
- 4.3 Consider applications for loans and grants under the Ballarat Heritage Restoration Loans Scheme and Council's heritage grants programs and to make recommendations on loans and grant applications to Council as applicable.
- 4.4 Provide advice and recommendations on Ballarat's heritage when referred to the Committee by the City of Ballarat Executives.
- 4.5 Make recommendations to Council about further work required to document, protect and sustain Ballarat's Heritage.
- 4.6 Assist Council in sourcing external funding opportunities to further heritage matters.
- 4.7 Liaise with other interest groups and parties as required to fulfil the charter of the Committee.
- 4.8 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

## **5. Duties and Functions**

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Governance Rules.

## **6. Membership**

- 6.1. The Committee will consist of a minimum of eighteen (18) members comprising:
- 6.1.1 Two (2) Councillors of Council as invited or required from time to time;
  - 6.1.2 Two (2) elected Committee member(s) from the Community. These members will provide advice in accordance with the Committee's Terms of Reference;

- 6.1.3 Two (2) elected Committee members (15-25 years of age) from the Community. These members will provide advice in accordance with the Committee's Terms of Reference;
- 6.1.4 Eleven (11) Committee members, one from each of the following member organisations:
- Ballarat Archives Centre (Public Record Office Victoria)
  - Ballarat Heritage Watch
  - Ballarat Mechanics Institute
  - Central Highlands Historical Association
  - Commerce Ballarat
  - Federation University Australia
  - National Trust Victoria, Ballarat Branch
  - Real Estate Institute of Victoria, Ballarat Division
  - Representative on behalf of the Wathaurung Aboriginal Corporation, trading as Wadawurrung (or other Registered Aboriginal Party)
  - Sovereign Hill Museums Association
  - Tourism in-house

Each organisation will be invited to nominate its own representative; and

- 6.1.5 Other members invited or co-opted from time to time.
- 6.2. Sub committees can include additional representation as required to provide specialist advice in accordance with the Committee's Terms of Reference.
- 6.3. The two (2) representatives from the community shall be appointed by Council for a three (3) year term and selected via a public notification process. Should a vacancy occur within that timeframe, Council may appoint a replacement for the balance of term.
- 6.4. The two (2) representatives from the community (15-25 years of age) shall be appointed by Council for a three (3) year term and selected via a notification process to education organisations. Should a vacancy occur within that timeframe, Council may appoint a replacement for the balance of the term.
- 6.5. Any member of the Committee who fails to attend three (3) consecutive meetings without prior notification shall be deemed to have resigned.
- 6.6. The Committee has the power to co-opt sub-committees as required and each sub-committee should be chaired by a member of the full Committee.
- 6.7. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to both the Committee and any sub-committees.
- 6.7.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.8. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.

- 6.9. Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.10. A Councillor appointed to the Committee will be the designated Chairperson of the Group.
- 6.11. Where the chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Committee may appoint any member to act as Chairperson for that meeting.
- 6.12. Any Councillor can attend the meets of the Committee as an observer.

## **7. Meetings**

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
  - 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet at least every second month as agreed by the Committee from time to time.
- 7.3 The Chairperson is the authorised spokesperson for the Committee.
- 7.4 Council will appoint an Officer to provide support to, and liaise with, the Committee. The Council Officer's role will include:
  - 7.5.1 Maintaining a register of Committee members, their date of appointment, reappointment, and official positions held (if any) as a Committee member;
  - 7.5.2 Advising Committee members of term completion dates and their eligibility for reappointment as relevant;
  - 7.5.3 Acting as the contact point between Council and the Committee; and
  - 7.5.4 Assisting with meeting the Committee's reporting requirements.
- 7.5 A quorum of the Committee will be half of the members plus one.
- 7.6 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.7 Sub committees may be appointed by the Committee and may meet between Committee meetings and as authorised or directed by the Committee.

## **8. Reporting**

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

## **9. Creation and Dissolution**

- 9.1 By these Terms of Reference, the:
  - 9.1.1 Committee is established
- 9.2 These Terms of Reference
  - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
  - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: 23 June 2021