

Arch of Victory/Avenue of Honour Stakeholder Reference Group

Terms of Reference

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1. Background

- 1.1 By this Terms of Reference document, the Ballarat City Council (Council) establishes the Arch of Victory/Avenue of Honour Stakeholder Reference Group.
- 1.2 Council recognises the importance of stakeholder consultation in relation to the Arch of Victory/Avenue of Honour held therein. Committees to oversee the Arch of Victory and Avenue of Honour have existed since 1931 and have played an instrumental role in providing expert heritage advice, arboricultural services and advice, town planning consultation and military and historical advice. Council acknowledges the significant history of volunteer support for the Arch of Victory/Avenue of Honour, management of donations and grants, ongoing evolution of its physical attributes and promotion of its importance in the national and international context. Council also acknowledges the valued gift of the Garden of the Grieving Mother as part of the Arch of Victory precinct. Council has established this Reference Group as a means of consultation for matters relating to the Arch of Victory/Avenue of Honour.
- 1.3 This Terms of Reference document sets out the structure and basis on which the Reference Group can function and interface with Council.
- 1.4 This Terms of Reference document is authorised by a resolution (R20/22) of Council passed on 23 February 2022.

2. Purpose

The Reference Group is established for the purpose of:

- 2.1 Providing a streamlined communication mechanism between identified stakeholders and Council Officers to ensure the views and opinions are considered within the decision-making processes of Council, particularly those that may involve the Arch of Victory/Avenue of Honour.
- 2.2 Provide expert advice on the Arch of Victory/Avenue of Honour on matters including heritage, arboricultural, town planning and military history.
- 2.3 Allowing joint promotion of the Arch of Victory/Avenue of Honour to ensure its national and international significance is understood, supported and appreciated.
- 2.4 Providing a consultative forum to support event planning and event activation that encourages information sharing across all user groups and stakeholders in a timely manner;
- 2.5 Enabling a consultative forum to discuss matters to improve events conducted within the Arch of Victory/Avenue of Honour precinct; and
- 2.6 Advocating for future development of the Arch of Victory/Avenue of Honour in the interests of the local community.

3. Roles and Responsibility

The role of the Reference Group is to:

- 3.1 Provide advice on the maintenance, enhancement and protection of the Arch of Victory and Avenue of Honour.

- 3.2 Promote the recognition of war time and peace time sacrifices by Ballarat service personnel.
- 3.3 Provide a consultative forum to Council, VicRoads, Heritage Victoria and other stakeholders on matters relevant to the proper custodianship of the Arch of Victory and Avenue of Honour.
- 3.4 Devise and deliver appropriate commemorative services related to the Arch and Avenue, with support from Council as outlined 3.7.
- 3.5 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.
- 3.6 Monitor the implementation of the Conservation Management Plan - Ballarat Avenue of Honour and Arch of Victory

The role of Ballarat Council is to:

- 3.7 Undertake and fund all ongoing maintenance of the Arch of Victory/Avenue of Honour in line with the Conservation Management Plan, including mowing, gardening and tree and plaque maintenance and replacement as required.
- 3.8 Provide support and funding of commemorative events as agreed with Council which may include development of event programs and invitations, permits, traffic control and other logistical support as agreed on a case-by-case basis.
- 3.9 Apply for all applicable planning, grant funding and heritage permits as required.
- 3.10 Provide an ongoing operational contact to Reference Group members to assist in repairs, maintenance and other urgent matters.
- 3.11 Provide administrative support for the purposes of Reference Group meetings.
- 3.12 Provide Public Liability and Professional Indemnity Insurance for members of the Stakeholder Reference Group while acting in the capacity as a Stakeholder Reference Group member.

4. Membership

- 4.1 The Arch of Victory/Avenue of Honour Stakeholder Reference Group will consist of a minimum of 9 members comprising of:
 - Up to two Councillors
 - One representative of the Ballarat RSL
 - One representative of VicRoads / Regional Roads Victoria
 - Council Arboriculture Officer or other Council operational officer
 - Two representatives of the Lucas Past Employees Association
 - One representative of the National Trust of Australia – Ballarat Branch
 - A maximum of twelve community representatives including service clubs, and any additional members of the AoV/AoH Committee Incorporated not described above.
- 4.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.
- 4.3 A Council Officer appointed under clause 4.2 is not considered a member of the Reference Group

Group.

- 4.4 A Chairperson will be elected at the first meeting of the Committee.
- 4.5 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 4.6 Any Councillor can attend the meeting as a non-voting observer.

5. Meetings

- 5.1 Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.
- 5.2 The Reference Group shall meet at least on a twice-yearly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 5.3 The Chairperson will chair all Reference Group meetings.
- 5.4 The Chairperson is the authorised spokesperson for the Group.
- 5.5 The role of the Council Officer appointed under clause 4.2 includes:
- maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member;
 - advising Reference Group members of term completion dates and their eligibility for reappointment as relevant;
 - acting as the contact point between Council and the Reference Group; and
 - assisting with meeting the Reference Group's reporting requirements.
- 5.6 A quorum of the Reference Group will be half of the members plus one.

6. Decision-making Process

- 6.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

7. Reporting

- 7.1 The Reference Group is responsible for taking proper minutes of all meetings.
- 7.2 The Reference Group shall prepare and present to Council a summary report of its activities upon being requested to do so by Council.

8. Creation and Dissolution

8.1 These Terms of Reference:

8.1.1. come into force immediately the resolution of Council adopting them is made; and

8.1.2. remain in force until Council determines to vary or revoke them.

8.2 By these Terms of Reference, the Reference Group:

8.2.1. is established; and

8.2.2. has the responsibilities as set out in this Terms of Reference document.

8.3 The Reference Group can be dissolved by resolution of Council.

8.4 The Terms of Reference will be reviewed as required.

Dated: 23 February 2022 (R20/22)