

**Cultural Heritage Advisory Committee**

**Terms of Reference 2025**

**Date Adopted:**

**Review Date:**

**Date**

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# Purpose

Establishment of the Cultural Heritage Advisory Committee (CHAC) aligns with the Greater Dandenong Council Plan 2025-29 and the objectives of Council’s Community Engagement Policy and Framework and contributes to Council’s strong commitment to engaging the community in a genuine and meaningful way by bringing together local knowledge, expertise and stakeholders to support Council’s decision-making process.

The City of Greater Dandenong is home to a rich and diverse heritage. Council is committed to the protection, management and celebration of the region’s tangible and intangible cultural heritage, including the development and management of Council’s Civic and Cultural Heritage Collection and support for local historical societies.

Heritage, for the purposes of this document, refers to:

*City of Greater Dandenong’s legacy that is inherited from past generations, maintained in the present and bestowed for the benefit of future generations. This includes Indigenous and multicultural heritage as well as physical objects and places that we inherit from the past and pass on to future generations to use, learn from and be inspired by. Our heritage invites us to reflect on where we came from and imagine how we would like things to be in the future*.

CHAC has been established to provide high-level support, specialised independent knowledge and advocacy for the implementation of Greater Dandenong’s vision for heritage as outlined in the Arts, Culture and Heritage Strategy 2022-26:

*A vibrant City that celebrates and represents the richly diverse stories of its people; supports local creative and cultural activity and economy to thrive; and enables all to participate, enjoy and be inspired by arts, culture and heritage.*

# Objectives

The objectives of the Cultural Heritage Advisory Committee are to:

* Provide high level advice to Council in relation to strategic direction of Greater Dandenong’s cultural heritage work, including any issues that may have the potential to impact on the development and delivery of the City’s heritage program
* Provide specialised independent knowledge to support the implementation of heritage components of the Arts, Culture and Heritage Strategy and any related Council policy Greater Dandenong City Council.
* Consider, identify and advocate for resources, partnerships and funding opportunities to successfully implement Council’s established priorities and work program
* Provide advice and report on opportunities to further promote heritage in the municipality • Provide balanced advice around community needs, changing trends and professional best practice, including review and input into development of plans, policies and procedures
* Provide advice to ensure that the heritage program supports cultural diversity and the distinctive cultural heritage of our communities, and empowers and embraces Aboriginal and Torres Strait Islander peoples’ cultures and experiences
* Provide advice in relation to the collection development, management and display of Council’s heritage collections
* Provide a forum for best practice and innovation to inform the best outcomes for the City.

Working Groups may also be created in order to provide more detailed advice to fulfil any of the objectives listed above.

# Term of Appointment

Community and Independent professional members will hold office for a term of two (2) years. At the conclusion of their term members may re-apply for membership but may only be appointed for three (3) consecutive terms as part of their tenor before retiring, unless otherwise resolved by Council.

Requirements for re-appointment of Advisory Committee Members will follow the same selection process as set out in this Terms of Reference.

An individual who has held membership for three (3) consecutive terms must take a twelve (12) month break before being eligible for re-appointment.

Terms of Reference are to be endorsed at an Ordinary Meeting of Council.

# Role of Advisory Committee

The role of the Cultural Heritage Advisory Committee is to engage with the community and report to Council by providing appropriate advice and recommendations on matters relevant to the Terms of Reference in order to assist in the facilitation of informed and effective decision-making.

All recommendations made by the Advisory Committee require consideration and endorsement at an Ordinary Meeting of Council before being acted on.

**Independent Professional Members Role**

Specific responsibilities of the Independent Professional Member Representatives are to:

* Prepare for, attend, actively participate and be punctual to meetings
* Have an interest in and awareness of the history and cultural heritage of the local area
* Share specialist knowledge and expertise as appropriate
* Discuss issues openly and respect confidentiality
* Provide recommendations as required
* Act in accordance with the Advisory Committee’s Terms of Reference and Council Code of Conduct - Staff
* Provide an invoice for payment in a timely manner

**Community Members Role**

Specific responsibilities of the Community Member Representatives are to:

* Prepare for, attend, actively participate and be punctual to meetings
* Act in accordance with the Advisory Committee’s Terms of Reference and Council Code of Conduct - Staff

**Local Collecting Organisations Role**

Specific responsibilities of the Local Collecting Organisations members are to:

* Prepare for, attend, actively participate and be punctual to meetings
* Share specialist knowledge and expertise as appropriate, including in relation to the local collecting organisation they represent
* Facilitate communication between the Committee and local collecting organisation
* Discuss issues openly and respect confidentiality
* Provide recommendations as required
* Act in accordance with the Advisory Committee’s Terms of Reference and Council Code of Conduct - Staff

# Councillor Representatives

The nominated Councillor Representative/s to the Cultural Heritage Advisory Committee will:

* Be appointed by Council at the Annual Statutory Meeting of Council
* Actively participate in Advisory Committee Meetings
* Facilitate communication between the Committee and Council
* Act in accordance with Council’s Code of Conduct – Councillors

# Chairperson

The role of the Chairperson is to ensure:

* All meetings are conducted in accordance with the Council’s Governance Rule
* Liaise with Council’s Manager Creative and Engaged City and administrative support office for the purpose of Agenda and Minute preparation.
* Obtain consensus from all advisory committee members when developing recommendations to Council.
* Foster a positive working relationship amongst all Advisory Committee members
* Ensure all members are given equal opportunity to participate in Committee discussions
* Keep members informed of developments and activities between meetings
* Present recommendations and feedback to Council as required
* Act in accordance with Council’s Code of Conduct – Staff

The Councillor/s appointed by Council at its Annual Statutory Meeting will act as Chairperson at all Meetings.

The Chairperson shall be an external non-council member elected by the Committee.

The term of the Chair is aligned with the term of the Advisory Committee.

In the absence of the Chairperson from a meeting, the meeting will appoint an appropriate acting Chairperson.

# Council Officer Representative

The Role of the Council Officer representative with voting rights is to:

* Liaise with the Chairperson and Council’s administrative support office for the purpose of Agenda and Minute preparation.
* Foster a positive working relationship amongst Advisory Committee members and Council
* Keep members informed of developments and activities between meetings
* Present recommendations and feedback to Council as required
* Advise the committee on the progress or outcomes of matters before Council
* Actively participate in Advisory Committee Meetings
* Act in accordance with the Council’s Code of Conduct - Staff

# Committee Member Responsibilities

Specific responsibilities of the Cultural Heritage Advisory Committee are to:

* Prepare for, attend, actively participate and be punctual to meetings
* Annually evaluate the performance and review the Committee’s priorities for the following year

## Conflicts of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed. Disclosure must include the nature of the relevant interest

A member who has a direct or indirect conflict of interest (i.e. Interest by close association, financial interest, conflicting duty, personal gain or loss) regarding an item to be considered or discussed by the Committee, must leave the meeting and remain absent until the conclusion of the discussion.

The conflict of interest, including the nature of the interest will be recorded in the meeting minutes including the time the member left the meeting and the time they re-joined the meeting.

If a community member nominates for Local State or Federal elections, they must stand down from their position from the time the declare they have nominated until the results of the election are announced. If a member is Elected, they will be required to resign from their current position on the Committee.

## Media Protocols

All Advisory Committee members must act in accordance with Councils Media Policy and refer all media enquiries to Council’s Media and Communication Department for a response.

The Mayor of the day remains the spokesperson for all Council activities, Advisory Committee members are not to represent the Committee or Council to the media or on social media, unless approved by the Manager Media and Communications.

## Terms and Conditions

All members of the Cultural Heritage Advisory Committee will be required to accept and sign the agreed Terms and Conditions as part of their membership.

## Disclosure of Personal Details

In accordance with Council’s Transparency Policy, members name, qualifications and current committee position will be listed on Council’s website.

## Code of Conduct

All members of the Cultural Heritage Advisory Committee will be required to abide by Councils Code of Conduct - Staff (which includes volunteers).

## Authority Constraints

The Cultural Heritage Advisory Committee has no authority to:

* Expend money on behalf of Council
* Commit Council to any arrangements
* Consider any matter outside its area of reference
* Direct Council Officer in the performance of their duties

# Membership and Appointment of Community Representatives

## Membership

The Membership will comprise of:

* Up to 3 independent professional members – appointed by resolution of Council
* Up to 2 Community members – appointed by resolution of Council
* Up to 2 Councillor representatives – appointed at Council’s Annual Statutory Meeting
* Local collecting organisation / members including, but not limited to:
  + 1 representative from Dandenong and District Historical Society
  + 1 representative from Springvale and District Historical Society
  + 1 representative from the Spirit of Enterprise Project
* 1 Senior Council Officer from Community Strengthening Directorate

## Appointment of Community Representatives

Community Representatives will be appointed by Resolution of the Council following recommendation by a Selection Panel.

Community Representative Memberships are voluntary roles.

Community Members will be representatives of the Council’s diverse and multicultural community including local groups, agencies, businesses, schools and local residents.

## Appointment of Community Organisation / Group Representatives

Where Council seeks membership from a specific community organisation or group, the organisation or group may nominate their preferred representative by providing written advice to Council.

## Resignation, Removal and Vacancies

Members of the Cultural Heritage Advisory Committee may resign from their position on the committee at any time by providing written notice to the Chairperson of their intention to resign.

Council reserves the right to remove members from their Advisory Committee positions when there is a demonstrated failure to meet the obligations outlined in the Terms of Reference.

Should a vacancy arise for a community representative, during the tenure of the Committee, the vacancy shall be addressed through the formation of a Selection Panel and the Selection Process set out in the Terms of Reference.

Vacancies of organisational or group representatives will be filled by direct nomination of the relevant organisation or group.

If a vacancy arises less than six months prior to the end of committee’s term, the committee may resolve to leave the vacancy unfilled for the interim.

The term for any member appointed part way through the tenure of the Cultural Heritage Advisory Committee shall expire in line with the other members of the Advisory Committee.

If Council receives a request for membership in addition to the appointed members, such a request will only be considered if a vacancy exists or Council resolves otherwise.

## Induction

New members will be required to undergo an induction process as soon as possible after their appointment to the Committee to ensure they are familiar with relevant Council documents, process and operating requirements, including but not limited to:

* Overview of Council
* Council Plan 2025-29
* Arts, Culture and Heritage Strategy 2022-26
* Community Plan 2030
* Budget Process
* Reporting Requirements
* Community Engagement Policy and Framework
* Transparency Policy
* Conflicts of Interest
* Privacy and Personal Data Policy
* Victoria Charter of Human Rights and Responsibilities
* Media Policy
* Appropriate Workplace Behaviours Policy
* Diversity, Access and Equity Policy
* Code of Conduct – Staff
* Code of Conduct – Councillors
* Governance Rules

## Co-opted Members and Non-Member Attendance

The Advisory Group may invite suitably skilled persons (either professional or community based) to join the group in an advisory capacity for a specific purpose and period of time.

Relevant senior officers from across Council Departments may be invited to attend the Advisory Committee to provide advice and input as needed to assist the Committee in their deliberations.

Co-opt members, invited community members and invited council officers do not have any voting rights.

# Selection Criteria for Community Members

Community representatives of the Cultural Heritage Advisory Committee must be able to demonstrate the following skills, competencies, interests and experience relevant to the purpose of the Advisory Committee:

* An interest in local community development, including an understanding of its social, cultural, linguistic environment and economic influences
* Be aware of the activities, interest and concerns of the local community
* Broad community networks and linkages
* An ability to cooperate with others and work as a team.
* Capacity to embrace diversity and equal opportunity
* Willingness to provide advice and guidance to council regarding trends and opportunities in community engagement, community development or programs and services within the municipality
* An understanding of the priorities as identified in the council plan 2025-29
* Ability to prepare for and actively participate in scheduled meetings in a positive, fair and unbiased manner
* Capacity to act in the best interest of the community at all times and look beyond personal concerns and individual interests
* Capacity to commit to the advisory committee for the required duration and attend the majority of scheduled meetings
* Willingness to celebrate the success and achievements of the Committee

# Community and Independent Professional Representation Selection Process

Community representatives will be called for by advertising in the local media and on Council’s website and other suitable forums.

Suitably qualified and experienced community representatives may be invited to nominate.

A nomination form must be completed by interested representatives and all nominations must be submitted by the published due date prior to being assessed against the Criteria for Community Members.

Officers may seek further information from nominees or their referees as part of the selection process.

A recommendation regarding preferred nominees for the Cultural Heritage Advisory Committee will be prepared for the consideration and endorsement at an Ordinary Meeting of Council.

Successful Nominees will be formally notified by Council in writing as soon as practical after Council endorsement.

Membership of the Cultural Heritage Advisory Committee is a voluntary position.

# Community and Independent Professional Member Selection Panel

The selection panel will comprise:

* A senior member of Council (CEO or Executive Director – or delegated Manager)
* Manager Creative and Engaged City
* Coordinator Experiences and Partnership, Creative and Engaged City

Once the Cultural Heritage Advisory Committee has been appointed, the selection panel will be disbanded.

# Voting Rights and Decision Making

It is preferable that recommendations of the Cultural Heritage Advisory Committee are made by consensus however there may be circumstances where a matter is decided by a vote.

## Quorum

The quorum for the Advisory Committee must be half plus one, which is the majority of the number of Committee Members with voting rights.

If a quorum is not present within 30 mins of the schedule start of the meeting the meeting must reconvene at a suitable time.

A quorum must be maintained for voting purposes.

## Voting

Each member is entitled to one (1) vote. The Chairperson may exercise a casting vote should this be necessary.

Votes shall be taken by a show of hands and recorded in the minutes of the meeting.

Councillors, Council Officers and guest who are not members of the committee are not entitled to vote.

# Scheduled Meetings and Participation

The Cultural Heritage Advisory Committee will meet quarterly. Additional meetings may be scheduled as agreed by the Committee.

It is intended that each meeting shall not exceed two (2) hours in duration. If a meeting is to extend beyond this time a vote shall be taken by show of hands to decide if the meeting shall continue or be reconvened at another time.

Under special circumstances a meeting may be cancelled, re-scheduled or extended.

All meetings shall be held at the Council’s venues or in a virtual environment as required.

It is anticipated that members will be required to commit a minimum of 2 scheduled meetings each year.

# Administration and Reporting of Minutes and Recommendations to Council

## Administration Support and Distribution of Agendas and Minutes

The management of the Advisory Committee will be overseen by the Manager, Creative and Engaged City.

Administration support will be provided by Councils’ business support officer to assist the Advisory Committee to function efficiently and effectively, including but not limited to servicing all scheduled Advisory Committee meetings and the timely preparation and distribution Agendas and Minutes.

All Committee Members are able to submit an Agenda item in accordance with the Terms of Reference.

Agenda items must be submitted to Council’s (either the Chairperson or Council Officer Representative with Voting Rights) no less than ten (10) days prior to the finalisation and distribution of the agenda.

The Chairperson in consultation with the (Council Officer Representative with voting rights) will be responsible for coordinating the preparation and distribution of Agendas.

Agendas will be made available to Committee Members no less than five (5) working days prior to a scheduled committee meeting.

Minutes will be distributed in a timely manner to all members to ensure accuracy prior to formal endorsement by the Committee at a subsequent meeting.

Endorsed Minutes will be routinely reported to an Ordinary Meeting of Council for noting.

## Attendance and Record of Meetings

All attendance, apologies, conflicts of interests, recommendations and outcomes will be recorded in the Minutes of all meetings held where a quorum is present.

In the event that a member cannot attend, an apology must be received. Future participation of a member may be reviewed for non-attendance of two consecutive meetings without an apology.

Advisory Committee members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at and active participation in Advisory Committee meetings.

# Working Groups

Working Groups of the Advisory Committee may be established at the discretion of the Cultural Heritage Advisory Committee.

Working Groups may be developed to implement particular actions or roles of the Advisory Committee. The establishment of a working group will be conducted under specific objectives and/or expected outcomes and timelines, which will be determined by the Advisory Committee.

The Advisory Committee will determine the role, responsibility and resourcing of working groups. It will retain the ability to conclude a working group or the group’s formal relationship with the Advisory Committee at its discretion and/or at the achievement of its objectives.

Should specialist members of Working Groups require payment for their services, this is undertaken following agreement by the Executive Director Community Strengthening.

# Reporting and Requirements

The minutes of meetings where a quorum is present must be routinely reported to an Ordinary Meeting of Council for noting.

Periodic progress reports on the activities and outcomes of the Advisory Committee will be reported to a Councillor Briefing Meeting or via the Councillor’s weekly newsletter (Infosum).

Additional advice and/or recommendations by the committee may also be provided to Council through Infosum or a scheduled Councillor Briefing Session where appropriate.

# Confidentiality

Information discussed, received, used or created by the Cultural Heritage Advisory Committee deemed confidential, must not be disclosed to any person who is not a member of the committee.

Any member who discloses information that they know or should reasonably know to be confidential will be found in breach of the Terms of Reference.

The Cultural Heritage Advisory Committee must act in accordance with Council’s Transparency Policy and the Public Transparency Principles as outlined in the Local Government Act 2020.

# Freedom of Information

All documents produced by or relating to the Advisory Committee that are not publicly available or deemed confidential are subject to the *Freedom of Information Act 1982.*

# Breaches

The City of Greater Dandenong by resolution of Council may terminate a Committee member’s appointment for breaching the Terms of Reference set out in this document and/or Council’s Code of Conduct – Staff/Councillor.

All members of the Cultural Heritage Advisory Committee will be required to accept and sign the Terms and Conditions statement.

# Evaluation and Review

A review of the Advisory Committee will be undertaken every twelve (12) months to ensure the purpose, membership and operations of the committee remain effective and in line with Council objectives.

Appropriate changes to the purpose and outcomes of the Committee and amendments to the Terms of Reference maybe made as part of the review process.

The Cultural Heritage Advisory Committee Terms of Reference will be reviewed prior to the appointment of a new committee by the Cultural Heritage Department and re-endorsed at an Ordinary Meeting of Council, unless otherwise advised by Council.

Council has the right to conclude the Advisory Committee by resolution of Council at any time if it is found that the Committee is no longer beneficial to the needs of the Community.

# Contact

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# Terms and Conditions

I agree to:

* Give consent for my name and email address to be made available in the public realm as a direct result of my involvement on the Cultural Heritage Advisory Committee. Greater Dandenong City Council is required to comply with the Privacy and Data Protection Act 2014 (Vic) in relation to the collection, use, storage, security and disclosure of personal information. If you have any questions or concerns about how Council handles your personal information, please contact Council’s Privacy Officer on 8571 5100 a copy of Council’s Privacy and Personal Information Policy is available on Council’s website www.greaterdandenong.vic.gov.au. Modification or withdrawal of consent may be made in writing at any time to Council’s Privacy Officer, however any changes to the use of your name or email will only apply from the date Council receives your withdrawal or modification of the consent, any information published prior is unable to be withdrawn from publication.
* Attend the Cultural Heritage Advisory Committee meetings and provide apologies in advance where attendance is not possible.
* Act in an advisory capacity by disseminating authorised information within the community and to provide insight and advice to inform the Strategic Plan.
* Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
* Contribute in a positive way to finding solutions to issues or concerns.
* At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
* Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group.
* Notify Council of any potential conflict of interest that may arise with respect to my participation on the Cultural Heritage Advisory Committee.
* Allow my comments from the meetings to be noted in the written and recorded minutes.
* Allow Council to promote my participation in the Cultural Heritage Advisory Committee in order to facilitate community feedback and participation.
* Not disseminate confidential or personal information that is discussed at the Cultural Heritage Advisory Committee meetings as advised by the Cultural Heritage Advisory Committee chair.
* Act in accordance with Council’s Media Policy and not make any media comment on behalf of Council or the Cultural Heritage Advisory Committee unless approved by the Media and Communications Department.
* Adhere to the relevant Council Policies and Guidelines.

Signed:

Name: Date: