

# Cultural Heritage Advisory Committee Terms of Reference

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## 1. Purpose

The Cultural Heritage Advisory Committee (CHAC), align with the Greater Dandenong Council Plan 2021-25 and the objectives of Council's Community Engagement Policy and Framework. The CHAC 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.*

## 2. 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

- 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.

### 3. Membership Criteria

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 Services Directorate

Council staff may attend in an Ex-Officio capacity as requested by Library Technology and Heritage Coordinator.

Council may also engage external professionals in relevant practices to provide specialist advice as required. These professionals may also need to present to the Committee from time to time.

## 4. 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, unless otherwise resolved by Council.

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

## 5. Role of Cultural Heritage Advisory Committee

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

### 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
- 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

### Councillor Representatives Role

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 the Advisory Committee's Terms of Reference and Council Code of Conduct – Councillors

### 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

### Senior Council Officer Representative Role

The role of the Senior Council Officer representative is to:

- Prepare for, attend, actively participate and be punctual in Advisory Committee Meetings
- 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
- Act in accordance with the Advisory Committee's Terms of Reference and Council Code of Conduct

### Chairperson Role

The Chairperson will be an external non-Council member elected by the Committee, elected at the commencement of the committees endorsed term and will remain the chair throughout the appointment term. the absence of the Chairperson from a meeting, the meeting will appoint an acting Chairperson, who shall be a non-council member.

The role of the Chairperson is to ensure:

- All meetings are conducted in accordance with Council's Governance Rules
- Liaise with Council's Community Arts, Culture and Library Services management, Business Support Officer and other Council Officers 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 the Advisory Committee's Terms of Reference and Council Code of Conduct
- Ensure that meetings are conducted in accordance with the objectives of the Committee.

### Working Groups Role

Over the duration of a term, working groups may be established at the discretion of the Cultural Heritage Advisory Committee for the completion of specific tasks, roles or actions associated with specific objectives of this Committee with expected outcomes and timelines determined by the Advisory Committee.

The Advisory Committee may suggest a working group, while the role, responsibility and resourcing of working groups is to be determined by Council. The Advisory Committee 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 Director Community Services.

## 6. Selection Process

### Call for Expression of Interest and Nominations

**Independent Professional and Community representatives'** expressions of interest will be called for by advertising in the local media and on Council's website and other suitable forums.

Suitably qualified and experienced 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 selection criteria.

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

**Local collecting organisation representatives** will be nominated by the President of the group they represent.

**Councillor Representative(s)** will be nominated as part of the annual statutory delegation process.

**Senior Council Officer** will be nominated by Manager, Community Arts, Culture and Library Services.

### Nominations Panel

When the appointment of members of the Cultural Heritage Advisory Committee is required and nominations are received the nominations panel will comprise:

- A senior member of Council (CEO or Director – or delegated Manager)
- Manager Community Arts, Culture and Library Services
- Senior Coordinator, Library Services
- Coordinator, Library Technologies and Heritage
- Cultural Heritage Program Lead.

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

When the appointment of working group members is required to complete specific tasks, members will be requested to nominate with final selection endorsed by the Advisory Committee for Council consideration/approval.

### Selection Criteria

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 the development of excellence in Cultural Heritage practice in the local community
- Understanding of local community social, cultural, linguistic environment and economic influences
- Local heritage community networks and linkages
- An ability to cooperate with others and work as a team
- Willingness to provide advice and guidance to Council regarding trends and opportunities in Cultural Heritage within the municipality
- An understanding of the priorities as identified in the Arts, Culture and Heritage Strategy 2022-26
- Ability to prepare for and actively participate in scheduled meetings in a positive, fair and unbiased manner, embracing diversity and equal opportunity

- Be aware and mindful of the requirements outlined in the Victorian Charter of Human Rights and respect the rights of members, community and council staff at all times.
- 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 Cultural Heritage Advisory Committee for the required duration and attend the majority of scheduled meetings
- Willingness to celebrate the success and achievements of the Committee

## 7. Appointment Process

### Professional Representatives

Professional Representatives will be individuals with professional experience at a senior level in Heritage, Museum Studies, Australian History, Heritage Management, Community Heritage Engagement practice, or related fields, potentially from tertiary educational institutions and/or a professional practitioner who has significant experience in this area.

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.

All nominations will be assessed by the selection panel. Officers may seek further information from nominees or their referees as part of the selection process.

### Community Representatives

All nominations will be assessed by the selection panel against the selection criteria. 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.

Community Representatives will be appointed by Resolution of Council following recommendation by a Selection Panel and successful Nominees will be formally notified by Council in writing as soon as practical after Council endorsement.

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

Aboriginal and Torres Strait Islander community members are strongly encouraged to apply.

### Local Collecting Organisation Representatives

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

## 8. 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 2021-2025
- Community Plan 2030
- Budget Process
- Reporting Requirements
- Community Engagement Policy and Framework
- Transparency Policy
- Conflicts of Interest
- Privacy and Personal Data Policy
- Victorian Charter of Human Rights and Responsibilities
- Media Policy
- Appropriate Workplace Behaviours Policy
- Diversity, Access and Equity Policy
- Code of Conduct – Staff
- Governance Rules
- Arts, Culture and Heritage Strategy 2022-2026 and Action Plan
- Civic and Cultural Heritage Collection Policy
- Reconciliation Action Plan
- Overview of City of Greater Dandenong, Cultural Heritage Services.

## 9. Termination of Role

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, during the tenure of the Committee, the vacancy shall be addressed through the formation of a Selection Panel by Council Officers and the Selection Process set out in Terms of Reference.

Vacancies of organisational or group representatives will be filled by direct nomination from 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.

## 10. Meetings

### Schedule and Participation

The Cultural Heritage Advisory Committee will meet 4 times annually or more regularly as agreed by the Committee.

It is intended that each meeting shall not exceed two (2) hours in duration. If a meeting is to be extended 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 in a central Council venue or in a virtual/hybrid environment as agreed by the Cultural Heritage Advisory Committee.

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.

Cultural Heritage 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.

It is expected that each member of the Cultural Heritage Advisory Committee will attend a minimum of 2 scheduled meetings each year.

## 11. Reporting of Minutes

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.

#### **Administrative Support and Distribution of Agendas and Minutes**

The management of the Advisory Committee will be overseen by the Manager, Community Arts, Culture and Library Services.

Administration support will be provided by Council staff 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 (either by the Committee Chairperson or a nominated Council Contact) no less than ten (10) working 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.

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

#### **Attendance and Record of Minutes**

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

The meeting will be recorded for minute taking purposes.

Administrative Support and distribution of agendas and will be overseen by Council staff in the Community Arts, Culture and Library service department.

### Quorum

The Cultural Heritage Advisory Committee provides advice to Council through its recommendations and its annual summary.

Decisions require more than half of the membership of the Cultural Heritage Advisory Committee to be present at meetings, the majority being non-City of Greater Dandenong staff.

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 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.

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 guests who are not members of the committee are not entitled to vote.

## 12. Evaluation and Review

A review of the Advisory Committee will be undertaken as required 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 Community Arts, Culture and Library Services department and if there are changes to the document, 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.

## 13. Policy Adherence

### 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.

### Conflict 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 (ie. 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 member nominates for Local State or Federal elections, they must stand down from their position from the time they 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 Council's 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 Council's Code of Conduct - Staff (which includes volunteers) or Code of Conduct - Councillors.

### Authority Constraints

The Cultural Heritage Advisory Committee has no authority to:

- Act on decisions or advice without Council Approval
- Expend money on behalf of Council
- Commit Council or its resources to any arrangements
- Consider any matter outside its area of reference
- Direct Council Officer in the performance of their duties.

## 14. Contact Details

Brad Cooper  
Library Technology and Heritage Coordinator  
City of Greater Dandenong  
225 Lonsdale Street, Dandenong  
PO Box 200  
Dandenong 3175  
Tel: 8571 1000  
[council@cgd.vic.gov.au](mailto:council@cgd.vic.gov.au)

## 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](http://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
- Strengthen advocacy and act as champion for heritage in Greater Dandenong
- Act in an advisory capacity to provide insight and advice to inform the implementation of the Arts, Cultural and Heritage Strategy
- 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 Committee
- Allow my comments and recommendations 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 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: \_\_\_\_\_