

### **Terms of Reference**

Purpose	The Mitchell Heritage Advisory Committee will provide strategic advice on natural, built and cultural heritage issues within the municipality.
Relationship of Committee to Council	The Committee will make recommendations to Council in an advisory capacity. The Committee will provide technical advice, local knowledge and support to Council.
Roles and tasks	As requested, the Committee will: <ul style="list-style-type: none"><li>• provide advice to Council on planning and the development of Council policy to ensure that heritage related matters are given due consideration</li><li>• provide input into strategic heritage related projects (e.g. capital works projects, tourism projects, heritage studies).</li><li>• promote heritage conservation and awareness within the municipality</li></ul>
Chairperson	Meetings will be chaired by the Mitchell Shire Councillor, nominated by Council on an annual basis or a Council representative as their delegate.
Meetings	Meetings will be held on a bi monthly basis, as agreed by the Committee.
Membership	The Committee will comprise: <ul style="list-style-type: none"><li>• One councillor, nominated by Council on an annual basis (who will act as Chair)</li><li>• Up to seven members comprising one representative from each of the historical societies within the municipality and community members with experience in local history.</li><li>• A representative from the Taungurung clan</li><li>• Council's Manager Active Communities</li><li>• Specialist Council Officers may be requested to attend the meeting from time to time</li></ul>

Membership Criteria	<p>The following membership criteria will be used in making community, appointments to the Committee:</p> <ul style="list-style-type: none"><li>• a demonstrated interest or expertise in heritage and local history</li><li>• live and/or work within the municipality, or have a demonstrated connection to the municipality through professional, technical or industry alliances</li><li>• understanding of the role of local government in heritage and local historical issues.</li><li>• relevant experience in committees and/or demonstrated ability to participate in, and constructively contribute to a group, committee or organisation</li><li>• ability to regularly attend and participate in meetings as scheduled.</li></ul>
Nomination Process	<p>Nominations for appointment to the Committee will be called by public notice in the local media, Council website and by letter to relevant local or peak agencies or community organisations.</p> <p>Nominees shall nominate to Council in writing on the provided nomination form within the advertised nomination period. Appointments will be made by Council and selected based on the criteria above. Membership will be for a two year period.</p> <p>Representatives can re-nominate after their terms, in accordance with the nomination procedure process.</p>
Meetings	<p>Member apologies are to be received at least 24 hours prior to the scheduled meeting time (where possible). If apologies are received from 50% + 1 or more members, meetings will be cancelled and rescheduled (if feasible) for four weeks after the original scheduled meeting date. Members are asked to check emails the morning the meeting to receive any cancellation notices.</p>

Resignation	<p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Manager Active Communities.</p> <p>Members of the Committee may be deemed to have resigned if they do not attend three meetings of the committee without lodging a prior apology.</p>
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	<p>Any member who resigns or whose membership is terminated, may be replaced by the Council, following a public advertisement process as noted above.</p>
Executive Support	<p>The Council will provide the necessary executive support to assist the committee to function effectively including:</p> <ul style="list-style-type: none"><li>• maintaining contact details of members</li><li>• preparing and distributing agendas and prior reading material</li><li>• preparing and distributing meeting minutes</li><li>• circulating other material to Committee members as necessary</li><li>• preparation of an assembly of councillors' record as required under the <i>Local Government Act 1989</i>.</li><li>• managing all other administrative processes associated with the Committee.</li></ul>
Reporting	<p>The Committee shall report to Council by providing a delegates report annually.</p> <p>The Committee will be given the opportunity to present to Council on an as needs basis.</p>
Review	<p>A review of the role, function and membership of the Committee will be conducted at least once every four years to ensure currency, effectiveness and stakeholder engagement.</p> <p>These terms of reference may be revoked at any time by Council.</p>