

Heritage Advisory Group Terms of Reference

1. Name

The group will be known as the “Heritage Advisory Group” (‘group’).

2. Purpose

The purpose of the group is to provide advice on various projects and issues associated with the management of the City’s heritage, including incentive and promotion programs.

3. Aims and Objectives

The group’s advice may be sought on the following:-

- Strategic matters relevant to the City’s heritage management (e.g. review of the City’s Character Retention Guidelines, review of the Local Heritage Survey and Heritage List).
- Matters pertaining to heritage listing (e.g. comments to the Heritage Council on places being considered for entry on the State Register of Heritage Places).
- Identification of sites for heritage or historic site markers relevant to the City’s Heritage Site Marker Program.
- Programs to promote and raise awareness of Heritage throughout the City.
- Incentive programs to encourage the conservation of the City’s heritage places.

Group members may be requested to participate in sub-panels where necessary (eg Heritage Awards Judging Panel, Heritage Site Marker Design Panel). The group collective will nominate such a representative. Assistance may also be requested to undertake research on specific issues (eg research historical information relevant to a heritage site identified as part of the Heritage Site Marker Program).

Whilst the group has no statutory status, the advice or collective view of the group will be based on a consensus.

4. Membership

The membership of the group shall include up to nine community representatives with skills, expertise or an interest in heritage matters. It is preferable that community representatives reside within the City of Stirling.

City officers from the following Business Units will attend:-

- City Future - Manager City Future (or his nominee) and a Strategic Planning Officer will attend in a professional capacity.
- City Future - An Administration Officer will attend to record the minutes of the meeting.
- Libraries - the Local Studies Librarian (or suitable representative) will attend in a professional capacity (on an 'as-needs' basis).

Elected Members are not appointed to the Heritage Advisory Group. Prior to each meeting an invitation will be extended to the City's Elected Members (including a meeting agenda); attendance would then be at their individual discretion.

Other City officers and/or individuals (e.g. professionals, community representatives) may be invited to attend meetings where it is considered that their professional advice or experience will be beneficial.

5. Meetings

The meetings will be held at the City of Stirling Administration Centre on a bi-annual basis. Exceptional meetings may be called by the representative of the City Future Business Unit where deemed necessary.

In the absence of a majority of group members, a meeting may be postponed at the discretion of the City Planning representative.

6. Minutes

City officers shall be responsible for taking minutes of each meeting, their circulation to Councillors and the Executive Team via the "Desk of the CEO", and their distribution to all group members.

Copies of Agendas and Minutes are to be circulated to the relevant Business Unit Managers where issues affecting their operations have been raised.

7. Delegation

The group performs an advisory function and does not have any delegated authority.