

Terms of Reference

Ipswich Heritage and Monuments Advisory Committee

July 2019

INTRODUCTION

Ipswich City Council is committed to meaningful engagement with the community on issues affecting the city, and on local issues that significantly impact on the community. Public participation and engagement is the foundation of good decision-making, and is mutually beneficial to the community and council. One of the ways that council engages with the Ipswich community is through the Ipswich Heritage and Monuments Advisory Committee.

A key component of the Ipswich Heritage Program is the involvement of key stakeholders and community support. This was achieved with the establishment of the Ipswich Heritage Consultative Committee in 1991 and the Monuments and Memorials Committee in 2001.

In 2017 the Ipswich Heritage Consultative Committee and the Ipswich Monuments and Memorials Committee were combined to form the Ipswich Heritage and Monuments Advisory Committee.

This Terms of Reference (TOR) sets out the operating conditions for the Ipswich Heritage and Monuments Advisory Committee including the purpose, structure and responsibilities of the group's members.

PURPOSE, SCOPE AND OBJECTIVES

The purpose of the Ipswich Heritage and Monuments Advisory Committee is to provide a platform where community representatives provide information, advice and views to Council on matters relating to core business functions.

The scope of the Ipswich Heritage and Monuments Advisory Committee is limited to the following:

- Assist Ipswich City Council in the conservation of the cultural heritage of Ipswich and promote

the appreciation and awareness of cultural heritage values;

- Provide Council with balanced and informed advice by adopting an approach which encourages the conservation of the cultural heritage of Ipswich;
- Promote community awareness, use and enjoyment of the cultural heritage of Ipswich;
- Deal with matters from Council concerning the cultural heritage of Ipswich;
- Formulate and recommend local heritage initiatives; and
- Promote the preservation of significant monuments and memorials in Ipswich for future generations and to advise on new monuments and memorials to ensure that they appropriately commemorate/memorialise people, events or places significant in the history of Ipswich.

MEMBERSHIP

The Group shall be comprised of representative from Ipswich heritage groups, heritage professionals, invited community members, in addition to Council officers and others as determined by the Council. Relevant heritage groups may recommend nominees, either person or position, to join the Ipswich Heritage and Monuments Advisory Committee.

Subject matter experts may be invited to attend a meeting/s from time to time, if required, for particular projects or issues.

Sub-committees may be established as required.

Term

The term of membership is four (4) years, subject to compliance with these terms of reference. The Chairperson (supported by the City Design Branch) is responsible for implementing another public EOI process at the end of each term.

Vacancy

The Ipswich Heritage and Monuments Advisory Committee shall notify the Growth and Infrastructure Committee of any vacancy in its membership and submit the name of a person/s considered to be suitable for appointment to the committee. The Growth and Infrastructure Committee will make recommendations to the Council to decide whether to appoint the recommended person/s.

Termination

Members may terminate their membership at any time. Notice of membership termination must be provided in writing to the Chairperson.

Members

Members of the Ipswich Heritage and Monuments Advisory Committee are required to:

- Attend and participate in meetings;
- Adhere to the Terms of Reference; and
- Represent community views and provide information and advice to Council on items related to the group's purpose, scope and objectives.

POWERS OF THE IPSWICH HERITAGE AND MONUMENTS ADVISORY COMMITTEE

The Ipswich Heritage and Monuments Advisory Committee provides information, advice and views and, where sought by council, recommendations to the Chairperson and, by extension, the Growth and Infrastructure Committee. Any information, advice, views and recommendations will be recorded in the minutes and the summary report for the Growth and Infrastructure Committee. The group has opportunity to influence council decision making, however, does not have decision-making authority. This remains the function of council.

ROLES AND RESPONSIBILITIES

Ipswich City Council

A Chairperson and Deputy Chairperson for the Group is appointed by Council.

The Chairperson of the Ipswich Heritage and Monuments Advisory Committee is the Principal Officer (Urban Design and Heritage Conservation).

In the absence of the Chairperson for a meeting of the Group, the Deputy Chairperson shall chair the meeting.

Council officers from the City Design Branch, Planning and Regulatory Services Department will oversee the governance and coordination of the Ipswich Heritage and Monuments Advisory Committee, including:

- Participating in meetings and adhering to the Terms of Reference;
- Ensure group adherence to the Terms of Reference;
- Coordinate the agendas, minutes and other documentation;
- Undertake a review of the Terms of Reference and group's efficacy every four years;
- Report to the relevant council standing committee; and
- Notify the relevant council standing committee of any changes to group membership.

Subject-matters experts from council may also be invited to attend a meeting/s from time-to-time, if required, for particular projects or issues.

MEETINGS

Frequency

The Ipswich Heritage and Monuments Advisory Committee will meet bi-monthly for approximately two hours. Depending on the agenda and discussion, meeting run times may be shortened or lengthened.

There must be a quorum of attendance of at least half the membership.

Agendas and Minutes

The Chairperson will set the agenda and circulate to the group at least one week prior to the meeting. Other members can also request items be added to the agenda.

Minutes of meetings will be emailed to the Group the week prior to the next scheduled meeting, allowing sufficient time for members to peruse the Minutes and advise the Cultural Heritage Coordinator of any required amendments to ensure a correct record of the Minutes is adopted at the next scheduled meeting.

Agendas and adopted minutes shall be kept by the Planning and Regulatory Services Department and shall be forwarded to the relevant Standing Committee of Council for their information and action as required.

Conduct

Members are required to:

- Act with honesty, good faith and integrity;
- Abide by the Terms of Reference;
- Actively participate in meetings;
- Declare any actual or perceived conflicts of interest in an issue at the commencement of the meeting;
- Represent the interest of their local community rather than individual interest or issues; and
- Maintain confidentiality of discussions within meetings. Members are not permitted to liaise with the media and represent either the opinions of Council or the group.

In particular, members are required not to use any community reference group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies.

Voting

- Voting must be open;
- A question is decided by a majority of votes of the members present; and
- Voting is not binding on Council.

Information

Members will not use any information disclosed at meetings for personal purposes or gains for either themselves or others (including financial gains) and maintain confidentiality of all information provided.

REPORTING

Reports requiring consideration and/or decision by the Council are to be directed to Council without delay via the Ipswich Heritage and Monuments Advisory Committee Chairperson.

INSURANCE

Committee members are covered under council's public liability insurance policies when partaking in meetings.

DEFINITIONS

Cultural Significance: BURRA Charter (ICOMOS) Cultural significance means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural significance is embodied in the place itself, its fabric, setting,

use, associations, meanings, records, related places and related objects.)

CONTACT OFFICER

Further information on the group can be gained by contacting Councils Cultural Heritage Co-ordinator (City Design Branch), Planning and Regulatory Services Department at strategic@planning.qld.gov.au