

Community Heritage Working Group

Terms of Reference

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1. Background

AlburyCity is reviewing the Heritage Strategy and Albury and Lavington Heritage Studies completed in 2003. There are currently 245 local heritage items, 13 state heritage items and 16 heritage conservation areas listed in the Albury Local Environmental Plan 2010.

A community working group is to be formed to provide advice on heritage matters that align with community views and expectations to assist the consultant heritage advisor who is leading the Heritage Review.

In summary, the heritage review will:

- Deliver a new revised Heritage Strategy that will identify our heritage vision and an action plan;
- Update the historical themes;
- Review heritage listings and seek new community nominations for broader range of heritage places (including buildings, social places, cultural sites, trees and natural landscapes);
- Review statements of significance and recommended management strategies to provide greater direction for acceptable alterations to buildings;

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- Provide further digital documentation (e.g. photographs or other relevant records) of heritage items.

2. Purpose

The Community Heritage Working Group is to be established to provide advice on heritage matters that align with community views and expectations on heritage values, themes and listings (to inform Council's decision making) to support the consultant heritage advisor.

3. Membership

The Community Heritage Working Group membership is recommended to consist of local interest groups.

The Heritage NSW *Community-based heritage studies: A guide* (see link under the heading Documentation below) states:

The following organisations are suggested as representatives on the heritage working group:

- *the local Aboriginal land council, Elders and relevant Aboriginal community groups or organisations*
- *interested and knowledgeable councillors and council officers*
- *the local historical society*
- *the local library or archives*
- *local museum curators*
- *local nature conservation groups or a local person knowledgeable in this area*
- *a person knowledgeable about the rural history of the area*
- *representatives from the key ethnic communities in the area*

A local councillor must be included in the heritage working group as:

- *the councillor will be the direct link to the council and must regularly update all councillors on the progress of the study*
- *keeping the councillors informed throughout the study is especially important as this will smooth the way to having the full council adopt the completed study and its recommendations*

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CWG Role	Position Title	Name	Alternate
Chairperson	AlburyCity, Consultant Heritage Advisor	Professor Dirk Spennemann	N/A
Coordinator	AlburyCity, Strategic Planner	Natalie Wells	Luke Stein
Member	AlburyCity, Councillor (Deputy Mayor)	Cr Steve Bowen	
Member	Albury City, Councillor	Cr David Thurley OAM	
Member			
Member			
Member			
Member			
Member			
Member			

*Any member of the CWG may invite specialist resources or non-voting members to present relevant information, with agreement of the group.

4. Roles and Responsibilities

The Community Heritage Working Group will have the following roles and responsibilities:

- To represent the views, interests and/or identified issues that affect our communities in the Albury LGA.
- Provide advice, input and feedback on issues that relate to the Heritage Review and fall within the parameters of the group's purpose and authority. For example, this may include collecting local history sources, identifying themes, attending site visits, and assisting in identifying and reviewing additional nominations (or removals) to Albury's heritage listings and management recommendations.
- Ensure relevant procedures, policies, and guidelines are adhered to in assessing heritage places.
- Demonstrate a genuine interest in the initiatives and outcomes of the Heritage Review.
- Participate in a minimum of four meetings.
- Work cooperatively with other members.
- Action and follow up on tasks established by the working group.

5. Meeting Format and Frequency

- The Community Heritage Working Group is anticipated to be formed in mid 2022 and continue until the Heritage Review is finalised (anticipated take around 12 months).

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- Meetings are anticipated to be held approximately every 2 months. Frequency may vary (as needed, by agreement of the group) depending on the project stage.
- A minimum of four meetings and maximum of ten meetings are anticipated for this project.
- Meetings will occur on a weeknight, from 6.00pm (1-2 hours) or an alternate time by agreement of the group.
- Observe all relevant state and federal health orders, if required, meetings will be held via Microsoft Teams

6. Administration

- The Community Heritage Working Group is an advisory group (not a Council Committee under the Local Government Act 1993) it has no power or authority, whether by delegation, agency or otherwise to exercise any function, right, duty or power of AlburyCity in any capacity.
- Meetings will be convened by the Chairperson and supported by the Coordinator. An agenda will be provided prior to each meeting. In the event the Chairperson is unavailable the meeting will be rescheduled.
- The Chairperson will facilitate discussion items in a timely manner, facilitate the moving of recommendations and voting by members.
- A member who has a pecuniary interest or significant non-pecuniary interest (close family, strong affiliation, or friendship etc.) in a matter with which the group is advising must not be present at any meeting which the matter is being discussed.
- A member who has a non-pecuniary interest (no conflict of interest) in a matter with which the group is advising must declare the interest to the meeting and advise why it does not present a conflict of interest.
- Meeting attendance, key recommendations and actions will be documented by the Coordinator. Copies of the minutes will be circulated to the members following each meeting.
- Where suitable, members may nominate an alternate person to attend the meeting to contribute/take notes on their behalf if they are unable to attend.
- A quorum will be half the regular membership, plus one.
- By agreement of the group, out-of-session recommendations will be deemed acceptable. Where agreed, all out-of-session recommendations will be recorded in the minutes of the next scheduled meeting.

7. Recommendations

Recommendations requiring Council approval will be documented within the meeting notes and included in a Council report for noting (if required) or the Heritage Review (in draft).

8. Review

This document will be reviewed after 12 months.

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9. Documentation

Refer to the Community-based heritage studies: A guide.

<https://www.environment.nsw.gov.au/research-and-publications/publications-search/community-based-heritage-studies-a-guide>

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