

LIVERPOOL CITY COUNCIL

INFORMATION PACK FOR NOMINEES

Heritage Advisory Committee

Liverpool City Council is calling for expressions of interest for from members of the community for appointment by Council to the Heritage Advisory Committee, an advisory committee of Council. Community members must be residents of Liverpool Local Government Area. Council will consider the appointment of between two and seven Community Representatives.

The Heritage Advisory Committee assists Council to support the conservation and promotion of heritage within the Liverpool Local Government Area by providing relevant community-based advice and expertise.

Council is seeking expressions of interest from residents of the Liverpool Local Government Area who have knowledge of the local history of the Local Government Area, interest in its conservation and preservation and experience in either the promotion of heritage or the technical aspects of heritage conservation and preservation. Council encourages expressions of interest from members of various heritage societies and groups within the Local Government Area but please note that Council will appoint no more than one person per group to the Committee. Individual members of the community are also welcome to submit expressions of interest.

Council has prepared an information kit for interested persons. The kit includes:

- Information about the Committee
- Heritage Advisory Committee Charter
- Expression of interest form

To obtain a kit, please contact Thomas Wheeler, Heritage Officer, Liverpool City Council on 8711 7571 or email: heritageofficer@liverpool.nsw.gov.au.

Interested persons should complete all sections of the expression of interest form, providing supporting information where requested.

The closing date for submitting your expression of interest form is 31/05/2022 at 4:30pm.

Please address your expression of interest to the Chief Executive Officer, quoting **(2017/0738)**, or post it to Locked Bag 7064 Liverpool BC NSW 1871 or email it to lcc@liverpool.nsw.gov.au

LIVERPOOL CITY COUNCIL

Information Package

Your application for membership as a community representative to the Heritage Advisory Panel will be assessed against the following criteria.

- (i) demonstrated interest in and knowledge of the heritage and history of Liverpool;
- (ii) demonstrated knowledge and/or skills in one of the defined skillsets;
- (iii) demonstrated interest in and knowledge of the challenges and opportunities affecting local heritage management;
- (iv) a willingness to commit time to be actively involved in the Committee and to perform tasks related to Committee business;
- (v) resident, ratepayer or a strong association with the Liverpool LGA, including a strong interest and understanding of the local heritage and history;
- (vi) demonstrated practical experience in the advocacy, promotion, and protection of heritage within the Liverpool LGA; and
- (vii) the ability to effectively listen, cooperate and constructively participate as a Member.

Membership

1. The Committee shall comprise 10 members, consisting of:
 - i) **Councillor:** 2 Councillors approved by Council, 1 to act as Chairperson and the other as Deputy Chairperson;
 - ii) **Community:** minimum 2 community representatives:
 - (a) from the Liverpool LGA; or
 - (b) with a strong connection with the Liverpool LGA; or
 - (c) with demonstrated understanding of Liverpool's history and heritage; or
 - (d) with a demonstrated understanding of the NSW Heritage management system.

- iii) **Industry Experts:** a maximum 2 industry experts from either within or outside the Liverpool LGA;
 - iv) **First Nations:** at least 1 member of the First Nations community of Liverpool;
2. Where 1 assigned Councillor is not available to attend a Committee meeting, another Councillor (not already a Member) and present at the meeting, can assume the vacant role for that meeting as a proxy.
 3. It is encouraged (but not mandatory) to include a Member from each of the following organisations in the Committee:
 - a) City of Liverpool and District Historical Society;
 - b) Moorebank Heritage Group;
 - c) Liverpool Genealogy Society;
 - d) Gandangara Local Aboriginal Land Council; and
 - e) Tharawal Local Aboriginal Land Council.
 4. For any category where there are insufficient suitable nominations received, these can be supplemented with nominations from one or more of the other categories.
 5. Members should have demonstrated knowledge and/or skills in one or more of the following:
 - a) Indigenous Cultural Heritage;
 - b) Local Heritage;
 - c) Historical Research;
 - d) Heritage Architecture;
 - e) Collections Management;
 - f) Heritage Tourism;
 - g) Heritage Interpretation and Public Art; and
 - h) Museum Exhibition Design and Development.

Functions

The Heritage Advisory Committee shall:

- (a) review and comment on Council and NSW Government policies and strategies that affect heritage within the LGA and provide recommendations on conservation objectives, policies and overall direction, where appropriate;
- (b) advise and provide recommendations to Council about the nomination and deletion of heritage items and places from the Local Environmental Plan and State Heritage Inventory;
- (c) advise and assist Council in working with the community, to increase awareness of heritage matters through education and promotion, such as “Heritage Week” events, publications, seminars, public displays and workshops;
- (d) act as a conduit between Council and the community about heritage matters;
- (e) act as a reference and peer review body as required for heritage surveys, conservation reports, planning studies and other heritage-related bodies of work;
- (f) advise and make recommendations about the management of the heritage collection at the Liverpool Regional Museum and Casula Powerhouse Arts Centre; and
- (g) advise and assist Council in the seeking external funding through third party grants, such as grants through the Heritage Council of NSW or other available sources.

Term of Office

A person appointed to the committee will continue as a member for two years.

Casual Vacancy

Should a vacancy occur during the term of appointment it will be filled by following the normal process for appointments (refer Section 8 Membership).

Non-Attendance at Meetings

Ongoing membership of the committee is subject to regular attendance and reasonable apologies. A committee member should notify the committee Chairperson of their planned absence from a meeting.

Any committee member knowing that they will be absent for three or more consecutive meetings should notify the committee Chairperson in writing of the planned absence.

In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the committee, the committee can vote on whether to declare the member’s position vacant, inform the member of the outcome and fill the position as a casual vacancy.

Resignation from Committee

Any Committee Member wishing to resign from the Committee shall do so in writing to the committee Chairperson.

Meetings

The committee will meet quarterly with a hybrid approach including in-person at Liverpool City Library and on Microsoft Teams. A link for the meeting in Microsoft Teams would be provided with the meeting agenda.

Obligations of Members

Apart from attendance at the quarterly meetings, all nominees will be required to undertake Code of Conduct training in accordance with Councils requirements and attendance will be required at an initial introductory session prior to the first committee meeting.

The introductory session will;

- a) Provide an overview of the committee,
- b) Provide an overview of Councils Local Heritage Management Program,
- c) Outline the role of the committee within Council and
- d) Outline Councils expectations for the committee.

The date and time of the introductory session will be arranged with the members of the committee.

APPLICATION FORM – PERSONAL DETAILS			
Title	Mr, Mrs, Miss, Dr	Given Name	
Family Name			Date of Birth
Residential Address			
Unit		Street Address	
Suburb			State
			Post Code
Residential Address			
Unit		Street Address	
Suburb			State
			Post Code
Contact Details			
Home Phone		Work Phone	
Mobile		Email	

APPLICATION FORM – MEMBERSHIP CRITERIA
Do you have any qualifications or work experience relevant to the subject committee? Please provide supporting information.

Do you have an extensive knowledge of local history and local heritage? Please provide supporting information.

Do you have experience in promoting and protecting heritage in Liverpool?

What is your understanding of the role of Local Government within the management of Heritage?

Do you have a strong association with the residents and heritage community of the Liverpool Local Government Area? Please provide supporting information.

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Please demonstrate your competency in terms of the following statements

Ownership of a heritage item within the Local Government Area

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An ability to develop and sustain contacts with key individuals and groups in the local community

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The ability to effectively listen, cooperate and function as a constructive member of a team

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Please also answer

Are you a member of the indigenous community?

yes no

If yes, please specify _____

Are you a member of a historical society or heritage special interest group within the Liverpool Local Government Area?

yes no

If yes, please specify which
group _____
