



## INFORMATION PACK FOR NOMINEES

### Heritage Advisory Committee

Liverpool City Council is calling for expressions of interest from members of the community for appointment by Council to the Heritage Advisory Committee, an advisory committee of Council. Committee members should have an interest in local history and heritage. Council will consider the appointment of up to eight new members to the Committee.

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 and non-residents 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 also encourages expressions of interest from members of heritage societies and interest groups, who can assist in providing the local networks and community connections to support the role of the committee.

Council has prepared this information kit to assist people in preparing an EOI.

The kit includes:

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

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 15/04/2019, 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](mailto:lcc@liverpool.nsw.gov.au).



### **Information Package**

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

- a) Demonstrated interest in and knowledge of the heritage and history of Liverpool;
- b) Demonstrated interest in and knowledge of the challenges and opportunities affecting local heritage management;
- c) A willingness to commit time to be actively involved in the Heritage Advisory Committee and to perform tasks related to Committee business;
- d) Resident; ratepayer; or a strong association with the Liverpool Local Government Area;
- e) Demonstrated practical experience in the advocacy, promotion and protection of heritage within the Liverpool Local Government Area; and
- f) The ability to effectively listen, cooperate and constructively participate as a member of the Liverpool Heritage Advisory Committee.

### **Membership**

The Heritage Advisory Committee shall comprise 10 members, consisting of:

#### **COUNCILLOR REPRESENTATION**

Two (2) Councillors approved by Council, one to act as Chairperson.

#### **MEMBERSHIP**

The Committee shall include eight (8) community representatives either:

- From the Liverpool Local Government Area; or
- With a strong connection with Liverpool; or
- With demonstrated understanding of Liverpool's history and heritage; or
- A demonstrated understanding of the NSW Heritage management system.

Committee members should have a demonstrated skillset/knowledge in one of the following:

- Indigenous Cultural Heritage;

- Local Heritage;
- Historical Research;
- Heritage Architecture;
- Collections Management;
- Heritage Tourism;
- Heritage Interpretation and Public Art; and
- Museum Exhibition Design and Development.

### **Functions**

The Heritage Advisory Committee shall:

- a) Provide Council with advice on the management of heritage within the Liverpool area. This includes reviewing and commenting on Council and State Government policies and strategies that affect heritage within the LGA and making recommendations on conservation objectives, policies and overall direction where appropriate.
- b) Advise and make recommendations to Council in relation to the nomination and deletion of Heritage Listed items from the Local Environmental Plan (LEP) and State Heritage Register. This includes the undertaking of historical research and provision of evidence in support of recommendations.
- c) Advise and assist Council and work 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 in relation to 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) Undertake historical research projects to assist Council in building its knowledge of existing heritage items and to support proposed heritage items.
- g) Advise and make recommendations in relation to the management of the heritage collection at the Liverpool Regional Museum and Casula Powerhouse Arts Centre; and
- h) Advise and assist Council in the seeking of 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 at the Liverpool City Council Administration Building (33 Moore Street, Liverpool).

### **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.

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

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

**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 \_\_\_\_\_

\_\_\_\_\_