

Castlemaine Heritage Study: Project Advisory Group

TERMS OF REFERENCE

PROJECT ADVISORY GROUP: CASTLEMAINE HERITAGE STUDY.

Background / Introduction:

A Heritage Study is being prepared for Castlemaine. The study has been broken down into three stages:

- Stage 1 Gap Analysis (commenced): This stage will involve identifying places of potential heritage significance through reviewing previous studies, consultation with the community and key stakeholders, and fieldwork.
- Stage 2 Preliminary investigation + review of existing Heritage Overlays (subject to additional funding): this involves undertaking a review of the existing heritage overlays (both fieldwork and desktop research), and providing recommendations for future heritage controls.
- Stage 3 Future Directions report (subject to additional funding): this will involve documenting the methodology and information to support a future planning scheme amendment.

Purpose:

The Project Advisory Group will inform and advise on the project and consultation undertaken throughout the project.

Objectives:

The objectives and functions of the PAG are to:

- Assist with research and provide advice on specific heritage matters that support the Castlemaine Heritage Study.
- Help identify emerging heritage-related issues that will meaningfully impact the project.
- Participate in workshops, meetings and other activities as required.

Term of the PAG:

Will align with the term of the Castlemaine Heritage Study Project. Stage 1 of the project is estimated to run over approximately 1 year. As Stages 2 and 3 are yet to be funded, the timing/ duration of these stages are currently unknown.

Review period for the Terms of Reference (ToR):

Annually, with a review of PAG membership every 12 months unless positions are vacated. This will allow for review of the ToR upon completion of stage 1 and prior to commencement of the subsequent stage 2.

Membership and Roles:

Membership of this group will comprise:

- A Ward Councillor – who will be Chair of the PAG.
- Three Council Staff – Coordinator Strategic Planning, Council's Heritage Officer and a Strategic Planner.
- Five community and skill based representatives with a demonstrated knowledge of Castlemaine's heritage, landscape or built environment.

The following criteria will apply in selecting and retaining community and skill based members for the group:

- The applicant has skills and expertise in a relevant field such as architecture, history, archaeology, landscape, conservation, building construction, planning, cultural history or cultural tourism.
- The applicant understands the role of Local Government in heritage matters.
- The applicant can work collaboratively with others and foster positive partnerships.
- The applicant is available to participate in regular scheduled meetings of the Project Advisory Group, and undertake tasks and work assigned to them.

The responsibilities of the members are:

- Declare any personal interest, connection or association with any matter brought before the group.
- Not make improper use of information acquired as a consequence of membership of the group.
- Retain the confidentiality of any sensitive or personal material or information deemed to be 'commercial in-confidence'.

It is important that the PAG represents a broad range of views that represent the diversity of the community, and that each member of the PAG contributes meaningfully to meetings in a fair and unbiased manner, looking beyond personal interests for the benefit of the community.

Quorum:

As the group does not have a formal decision making function, it is not necessary for there to be a Quorum.

Meetings:

- Approximately 3-5 meetings (including workshops during consultation period) over 12 months at the Civic Centre, Castlemaine.
- Requirements for stages 2 and 3 will be determined when funding is confirmed.
- The PAG at its first meeting shall appoint from its members any required positions.
- The Council may appoint a replacement member for any member who resigns or is removed from the PAG during its term.
- The PAG will generally follow informal meeting procedures.
- If the Councillor is absent from any meeting, the members shall appoint an Acting Chairperson from the community representative members present.

Reporting and Circulation:

The PAG prepares and circulates meeting minutes to the group. Confidentiality should be maintained at all times.