



HERITAGE ADVISORY COMMITTEE

TERMS OF REFERENCE

Adopted by the City of Greater Bendigo Council – 28 February 2022

1. Introduction

Greater Bendigo is a major municipality of northern Victoria.¹ It includes the State's third largest city, Bendigo, rural areas, and hinterland towns of Axedale, Elmore, Heathcote, Marong and Redesdale. Extensive natural areas, including Box-Ironbark forests, are set aside in national and regional parks, crown land reserves, and public forests, as well as occurring on private land.

Aboriginal clans occupied the forests and plains of the area, before the arrival of pastoralists in the later 1830s and 1840s and still maintain a connection to this country. The discovery of gold in the municipal area in the early 1850s generated an extraordinary period of development; it brought diggers and settlers to Greater Bendigo, who established a rich and culturally diverse society. The expansion and influence of gold mining also impacted on the development of industry, manufacturing and commerce. The municipal landscape of today reflects all these layers of history and culture, in the spatial layout of urban areas, agricultural land, and natural environments.

Greater Bendigo is of outstanding historical, social, aesthetic, architectural, and scientific significance.

Greater Bendigo is of historical and social significance. It was the location of one of Victoria's earliest alluvial gold rushes, followed by the establishment and expansion of quartz mining. The Bendigo-Eaglehawk field was one of the world's great nineteenth century quartz mining centres (the largest in eastern Australia and the second largest in Australia after Kalgoorlie). The colossal output helped sustain global financial systems and trade, and was a significant contributor to the development of Melbourne. The mining activity initiated significant innovations and developments in commerce, manufacturing and technology. Examples include the first mining stock exchange in Australia (in the Beehive Building on Pall Mall), one of the largest railway workshops in Australia, and the foundation of Bendigo Bank and the Myer retail empire. Construction of a reliable water supply in the Coliban Water reservoir system also influenced historical development, including the location and viability of settlements and horticulture. Trans-national immigration associated with gold mining brought a diversity of traditions and cultural practice. In particular the Cornish, German and Chinese miners have made significant and ongoing contributions to the culture and development of Greater Bendigo.

German immigrant architects designed buildings which are now regarded as some of the most significant in regional Victoria, helping to make the municipality of aesthetic/architectural significance. Bendigo city has one of the highest concentrations of Victorian Heritage Registered properties in the State, and two of regional Australia's most architecturally distinguished boulevards in Pall Mall and View Street. Bendigo has an outstanding collection of historic civic buildings, complemented by more modest collections of civic buildings in other towns. Significant structures in Greater

¹ This Introduction is the Statement of Significance from the adopted *Greater Bendigo Thematic Environmental History* (2013).

Bendigo include those associated with industry, public utilities, mining, transport, agriculture, engineering and manufacturing. Boom style homes and gardens built by mining speculators contrast with an extensive collection of modest German and Cornish miners' cottages. Many small settlements also retain buildings associated with gold rushes. In addition, there are significant buildings that represent a diverse vernacular tradition. There are also fine examples of 19th century town planning layouts and botanic gardens, public parks and avenues of trees. Extensive natural areas, including Box-Ironbark forests, rivers, hills and valleys of cultural and aesthetic significance provide a contrast to the urban centres and agricultural landscapes.

The municipality is of scientific significance. Numerous historical and archaeological sites associated with different phases and types of gold mining and processing survive, and demonstrate aspects of mining technology. There are also outstanding examples of manufacturing industry associated with restructuring of the mining industry, in particular foundries and engineering works for defence and agriculture, where advances in technology were also made. There are in addition natural sites of significance throughout the municipality, including geological and geomorphological sites. These include the Big Hill ridge which marks the southern gateway to Bendigo.

In order to advise it on policy and matters affecting such areas and to act in the community interest in protecting and preserving such important assets, the Greater Bendigo City Council ('**Council**') has established an expert advisory committee.

2. Purpose

The purpose of the Heritage Advisory Committee is to provide strategic advice, guidance and representation to Council on the natural, Aboriginal and cultural heritage of the City.

The Committee will achieve this by:

- 2.1 Providing advice into Council's strategic planning processes, as required, to ensure that heritage matters are given due consideration;
- 2.2 Providing advice to the Council on the identification, management and conservation, restoration and promotion of places of heritage significance, as required, in the municipality; and
- 2.3 Promoting community participation in heritage issues through awareness raising, education, engagement and mentoring.
- 2.4 Providing advice to Council on current and emerging issues and opportunities in heritage that Council can advocate for on a local, State and National level.
- 2.5 Assisting in the development of partnerships and communication networks to ensure effective dissemination of information and coordinated advice and feedback to Council.

3. Membership

To ensure a balanced and comprehensive base for advice, the Committee should collectively have a diversity of relevant expertise and experience. Ideally there should be a balanced representation of genders and Indigenous / non-Indigenous identification.

Membership of the Committee shall comprise:

- 3.1 Up to two (2) elected members of Council. Where there are two elected members, one shall be the Chairperson of the Committee and the other Deputy Chairperson. Where there is one elected member, they shall be the Chairperson of the Committee and no Deputy Chairperson installed;
- 3.2 One (1) representative of Department of Environment, Land, Water and Planning;
- 3.3 One (1) representative of Heritage Victoria;
- 3.4 One (1) representative from each of the Registered Aboriginal Parties for City of Greater Bendigo;
- 3.5 Up to ten (10) representatives drawn from the community who have expertise, skills, qualifications, experience and passion for Greater Bendigo's heritage or heritage matters. Membership will be encouraged from, but not limited to, representatives or individual nominations from the following organisations:
 - Australian Institute of Architects, Victoria;
 - Bendigo Field Naturalists Club;
 - Bendigo Heritage Attractions;
 - Local historical societies/organizations with an historical collection interest;
 - Bendigo Tourism Board;
 - Engineers Australia;
 - La Trobe University, Bendigo;
 - National Trust of Australia (Victoria);
 - Real Estate Institute of Victoria;
- 3.6 An officer from the City's Strategic Planning department will be Executive Officer to the Committee, and the Manager of Strategic Planning will provide managerial support. Other City staff will attend meetings as required.
- 3.7 Members may be nominated by three methods:
 - 1) All government or government appointed authorities listed in 3.1 - 3.4 will be formally approached and invited to nominate a suitable delegate.
 - 2) The Greater Bendigo community will be invited to participate as individuals in an Expression of Interest and interview process.

- 3) Organisations listed in 3.5 will be formally approached and invited to nominate a representative to participate in an Expression of Interest and interview process.

4. Expressions of Interest

Expression of Interest appointments to the Committee shall be made by Council.

- 4.1 All members listed in section 3.5 will be open to self-nomination via an Expression of Interest and interview process. Expressions of Interest will be publicly advertised and relevant organisations will be formally notified.
- 4.2 All Expressions of Interest will be considered by a Selection Panel to be chosen by the Chairperson and the Manager Strategic Planning. The Panel will consist of the Chairperson, a City of Greater Bendigo Director or Manager from the Strategy and Growth Directorate; and the City of Greater Bendigo officer appointed as Executive Officer. The role of the Selection Panel will be to assess the Expressions of Interest, shortlist them for interview and following the interview, to make recommendations to the Council for their appointment.
- 4.3 The new Committee will be formally appointed by Council.

5. Terms of Appointment

All members shall be appointed for a four (4) year term. At the conclusion of a term all positions become vacant.

- 5.1 Delegates (sections 3.1 - 3.4) shall remain on the Committee for their term so long as they represent the government authority referred to or until such time as Council or the relevant government authority chooses to replace them.
- 5.2 Community members as individuals (section 4.5) shall remain on the Committee for their term or until such time as Council chooses to replace them.
- 5.3 Community organisation representatives (section 3.5) shall remain on the Committee for their term so long as they represent the organisation they are affiliated with or until such time as Council or the relevant organisation chooses to replace them.
- 5.4 Exiting members (section 4.5) may apply for further terms of office through the Expression of Interest and interview process.
- 5.5 Should a vacancy occur during a term, the Committee may make recommendations to the Chief Executive Officer to fill it. The term served by the newly appointed member shall expire at the same time as the current Committee.

6. Chairperson

If the Council appointed Chairperson is absent, the Deputy Chair, should one be appointed, will chair the meeting or a Council delegate or any Committee member present by agreement.

7. Conduct of Meetings

- 7.1 The Committee will meet bi-monthly, from February to November. Special meetings may be called for urgent matters as required at the direction of the Chairperson.
- 7.2 A quorum shall consist of five (5) Committee members.
- 7.3 The Committee may invite any individual, interest group, or agency representative to attend a meeting as a delegation or to submit or present information that will assist the Committee in carrying out its functions.
- 7.4 The Committee will endeavour to reach decisions by consensus. Where this is not achievable, voting rights extend to organisational and community members. Voting rights do not extend to Councillors.

8. Conflict of Interest

Committee members should declare a conflict of interest if they are to discuss an item that, if supported by Council, could result in a direct or indirect benefit or loss to them.

The provisions of the *Local Government Act* 1989 apply to Councillor members.

9. Dismissal of Members

9.1 Council and the Chief Executive Officer retain the right to revoke the membership of any person found to be acting outside the interests of the City of Greater Bendigo, their representative government authority (sections 4.1 - 4.4) or affiliated organisation (section 4.5).

9.2 If a Committee member is absent for more than 3 (three) meetings without apology to the Chairperson or Executive Officer, that person will be contacted and their membership may be revoked.

10. Insurance

10.1 Public Liability Insurance: Members of any Committee established by the Council under the Local Government Act or any other enabling legislation or, whilst acting in that capacity within the scope of their duties for and on behalf of the Council, are provided with cover under the LMI Broadform Public and Products Liability and Professional Indemnity Insurance, subject to the LMI policy terms, conditions, endorsements, exclusions and deductible provisions and relevant clauses.

- 10.2 Council appointed Committee members, whilst acting in that capacity within the scope of their duties for and on behalf of Council, are covered within the terms and conditions of the Council's LMI Public and Products Liability Insurance Policy for third party personal injury or damage to property (as defined) caused by an occurrence, and where applicable for breach of professional duty, in connection with the Business of the Council.
- 10.3 The City of Greater Bendigo's insurance policies provide indemnity for personal injury, property loss, products liability and claims for breach of professional duty, subject at all times to the Policy "Conditions and Exclusions".

11. Dissolution

Council may resolve, for any reason, to disband the Committee and, upon written notice to the Committee to that effect, the Committee shall be disbanded.

12. Implementation and Review

Sections of these Terms of Reference (Sections 5 - 16) are standard for Advisory Committees to Council and are only subject to review by Council or the City of Greater Bendigo.

The Committee will undertake a review of the other sections of the Terms of Reference every four (4) years prior to the conclusion of its term.

13. Resources

The City of Greater Bendigo will provide administrative and technical support for the Committee's meetings and a suitable venue.

14. Communication

- 14.1 Minutes of each meeting will be recorded and distributed to the Committee and Council.
- 14.2 The Chairperson will report to Council regularly.
- 14.2 A delegation from the Committee will present annually to Council Briefings on the Committee's activities and initiatives in the previous year.
- 14.3 Responding to media requests or making public comment on behalf of the Committee is the responsibility of the Chairperson, Chief Executive Officer or an authorised City of Greater Bendigo officer. In some circumstances it may be appropriate for a Committee member to speak publically about the work of the Committee. In these instances, Chairperson approval must be sought.

15. Confidentiality

The Committee will, from time to time, deal with matters subject to confidentiality. Confidential items will be specifically identified and Committee members are expected to observe this provision for the period that the provision applies.

16. Heritage Restoration Loan Scheme

A report on the progress of the Heritage Restoration Loan Scheme over the previous financial year will be presented to the Committee annually.