

Historical Societies Working Group

Terms of Reference

Short Description:	This Terms of Reference applies to Council’s Historical Societies Working Group
Relevant to:	Councillors. Working Group Members. Manningham Council officers
Responsible Officer:	Manager Economic and Community Wellbeing
Approved by Council:	30 May 2023
Review Date:	30 May 2027
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<p>1. Purpose</p>	<p>The Historical Societies Working Group (HSWG) has been created to provide support to the long-term viability of the Templestowe & Doncaster, Warrandyte, and Wonga Park Community Cottage History Group historical societies in Manningham. This Group provides an avenue for Manningham’s historical societies to meet with support from Council.</p>
<p>2. Activities of the HSWG</p>	<p>Council recognises the extensive collections of articles and objects, and the depth of local knowledge amassed by the historical societies in Manningham since their formation. From this basis the HSWG will, with support from Council officers, direct its energies towards completing heritage related project work that sustains the viability of the historical societies. Projects will be agreed to by the HSWG and may include:</p> <ul style="list-style-type: none"> • Encouraging contemporary museum practice, such as digitising inventories. • Curatorial practices to preserve historical items. • Succession planning. • Collaboration on special projects. • Promotion of heritage festivals & materials – websites, social media, display of materials, partnerships. • Facilities management. • Volunteer attraction. • Assistance with applications for government grants, or request for funding assistance.

	<ul style="list-style-type: none"> • Input into Heritage Planning matters, where appropriate. <p>Matters relating to Manningham’s First Nations communities are not precluded from being discussed by the HSWG. However, any actions arising are to be referred to Council’s Reconciliation Action Plan Working Group, for direct engagement with the First Nations communities on behalf of the HSWG.</p>
3. Chairperson	<p>The HSWG will be chaired by the Chairperson. The Chairperson is a Councillor who will be appointed by Council resolution. Appointments are made annually.</p>
4. Membership	<p>The HSWG comprises the following members:</p> <ul style="list-style-type: none"> • One Councillor appointed annually by Council (The Chairperson). • Up to three (3) representatives from the Doncaster and Templestowe Historical Society (DTHS). • Up to three (3) representatives from the Warrandyte Historical Society (WHS). • Up to three (3) representatives from the Wonga Park Community Cottage History Group. • Three (3) Community / resident Representatives. • Arts and Culture Lead or Representative. • Strategic Planner and / or Heritage Representative/Advisor. <p>Membership to the HSWG is automatically granted to the Templestowe and Doncaster Historical Society, the Warrandyte Historical Society, and the Wonga Park Community Cottage History Group.</p> <p>Nominations for representation from each society are to be made in writing to Council’s Manager Economic and Community Wellbeing before the first meeting of the HSWG. Replacement representatives from the societies are to be made in writing to the Manager Economic and Community Wellbeing.</p> <p>Where possible, consideration will be made by the Manager Economic and Community Wellbeing to consider equal representation across all three historical societies.</p> <p>The positions of Community Representative will be sought through an EOI. The maximum number of community representatives will be three, however it is not necessary for these positions to be filled if insufficient or inadequate applications are received during the EOI. Community representative appointments have a four-year term, for a maximum of two terms (maximum tenure eight years). Tenure is limited to ensure representation is refreshed and that new community members can participate on the HSWG. At the end of each term, Community Representatives will be required to reapply for membership through the EOI. The performance and</p>

	<p>contributions made during the previous term will be considered in any application for reappointment.</p> <p>Invited guests and subject-matter experts do not form part of the HSGW membership.</p>
<p>5. Appointment of Community Members</p>	<p>Any person residing in Manningham may apply to be a community member on the HSWG. Applications must be submitted on the provided application form within the advertised time-period of the EOI. At the completion of advertising, Council officers will review the applications to ensure they comply with the Membership Criteria for Community Members requirements.</p> <p>A Councillor Committee will be formed to consider and recommend the appointment of preferred applicants on the HSWG. The Councillor Committee will comprise the Mayor, the Chairperson of the HSWG and one other Councillor. If the Mayor is the Chairperson on the HSWG, then the Deputy Mayor will fulfil this role as the Mayor’s replacement.</p> <p>Council officers will prepare a report of the recommendations by the Councillor Committee for endorsement by Council resolution. Council is not bound by the recommendation of the Councillor committee in appointing community representatives.</p>
<p>6. Membership Criteria for Community Representatives</p>	<p>Council welcomes ideas and contributions from people with a diversity of genders, ages, cultures and backgrounds for membership on the HSWG. The following criteria will be used to assess the applications received.</p> <p>Applicants must:</p> <ul style="list-style-type: none"> • Reside in or have demonstrated community affiliations to the Manningham community. • Have skills and attributes that complements the Purpose the HSWG. • Regularly attend and participate in meetings. • Have a strong interest and knowledge in Manningham’s heritage and history. This may include interests in local buildings, gardens and landscapes, heritage interpretation, education, or in the different time periods and themes such as the early orcharding years or mid-twentieth century suburban development. • Have relevant experience in a collaborative working environment, or a demonstrated ability to participate and contribute to project work in a group environment.
<p>7. Delegated Authority and Decision Making</p>	<p>The HSWG has no delegated authority to make decisions by or on behalf of Council.</p> <p>The HSWG will carry out the project works specified in the Activities of the HSWG section in the Terms of Reference.</p>

	<p>Section 124 of the <i>Local Government Act 2020</i> legislates that a Councillor must not intentionally direct, or seek to direct, a member of Council staff in the exercise of any power, or the performance of a delegated duty or function.</p>
<p>8. Code of Conduct</p>	<p>There is an expectation that members will conduct themselves appropriately on the HSWG. Members therefore must:</p> <ul style="list-style-type: none"> • Act with integrity. • Impartially exercise responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage on any person, including themselves. • Treat everyone respectfully and have due regard to their opinions, beliefs, and the rights and responsibilities of Council, Councillors, working group members and Council officers. • Commit to providing a safe, inclusive, and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment, or bullying. • Take reasonable care of their own health and safety and that of others. • Disclose Conflicts of Interest, perceived or real. • Commit to regular attendance of meetings. <p>Members failing to uphold their Code of Conduct obligations may have their membership revoked.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>
<p>9. Conflicts of Interest</p>	<p>The <i>Local Government Act 2020</i> requires a person to disclose conflicts of interest on any matter they are involved with in the carrying out of Council business. HSWG members, other than Councillors and Council officers are required to disclose conflicts of interest on any matter in which the HSWG is concerned, is likely to be concerned or discussed. Disclosures must be made before the matter is considered or discussed by the HSWG.</p> <p>Disclosures must include the nature of the interest, or conflict of interest, and this must be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the member remains in or leaves the room whilst the matter is discussed. This must also be recorded in the minutes of the meeting. A member who has declared a conflict of interest on a matter must abstain from voting on the matter.</p> <p>Councillors and Council officers must comply with the Conflict of Interest provisions of the <i>Local Government Act 2020</i> and Council's Conflict of Interest Policy. If a Conflict of Interest is declared in relation to a matter in which the working group is</p>

	<p>concerned, Councillors and officers must disclose the interest to the HSWG before the matter is considered and discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>A Conflict of Interest Declaration must be completed and forwarded to the Governance team for registration on the Conflict of Interest Register.</p>
<p>10. Privacy and Confidential Information</p>	<p>The <i>Privacy and Data Protection Act 2014</i> regulates the use and disclosure of personal information. Members of the HSWG must appreciate that personal information is required to be protected and managed in accordance with the requirements of this Act. Council has strict obligations to protect the personal information it holds from misuse, loss, and from unauthorised access, modification, or disclosure.</p> <p>Members of the HSWG must not disclose any information to any person or party in any form that is confidential, or that it should reasonably have been known to be confidential.</p> <p>Members are not permitted to disclose any materials or information that are not available to the public unless written approval from the Director of Connected Communities has been provided beforehand.</p>
<p>11. Meeting Procedures</p>	<p>Meetings will be held four times per year, approximately three months apart, at a time and place determined by the HSWG. Meetings will be scheduled and confirmed in advance. The agenda and all associated documents will be distributed electronically. It is at the discretion of the HSWG to amend meeting dates and schedule, subject to agreement by the Group.</p> <p>Additional meetings may be required to progress specific project work. These will be subject to approval by the Chairperson.</p> <p>Meetings are closed to the community. Attendance is limited to members or their delegates, invited guests and subject-matter experts, and council officers.</p> <p>A quorum of members is required for a meeting to proceed. The quorum will comprise 50% of HSWG members, plus one HSWG member. The Chairperson will have a casting vote on a matter if a member discloses a conflict of interest that prevents them from voting on that matter, if the disclosure of the conflict of interest results in an even number of members being eligible to vote on a matter.</p>

	<p>Should the Chairperson be unavailable to attend a meeting, the meeting may be rescheduled by the Chairperson, or it may be chaired by the Chairperson’s nominee which may include another Councillor or Council representative.</p> <p>Meetings may occasionally be required to be conducted online. Electronic invitations will be emailed for these occasions.</p> <p>Visitors and subject-matter experts may be invited to attend meetings to present specific matters of interest. Aside from these matters, the visitors and subject-matter experts are permitted to attend the meeting as an observer.</p>
<p>12. Support and Management of the HSWG</p>	<p>The HSWG will be supported and managed by Council officers in consultation with the Chairperson and the Manager Economic and Community Wellbeing. Council officers will:</p> <ul style="list-style-type: none"> • Maintain the contact details of all members. • Arrange venues for meetings. • Prepare and distribute agendas, minutes, and other materials and documents electronically. • Provide general and administrative assistance to the HSWG in the carrying out of the activities. <p>At the beginning of each term or when a change in membership occurs, Council officers will provide an induction program which outlines the various roles and responsibilities of the new member and the HSWG.</p> <p>For each meeting cycle, including for any additionally scheduled meetings, the following process will generally apply:</p> <ul style="list-style-type: none"> • Council officers will request agenda items from the members not less than 14 days before the meeting. This request will also confirm the next meeting date and location. • Council officers to prepare a draft agenda and brief the Chairperson before the agenda is circulated to members. • Council officers will then circulate the agenda, and any other documents and information not less than 7 days before the meeting. • A meeting can only commence if a quorum of members is reached at a meeting. • The meeting will be chaired by the Chairperson. If the Chairperson is unavailable, the meeting may be chaired by their delegate. • Council officers will take minutes of the meeting. Council officers are to circulate the draft minutes to members within 14 days following the date of the meeting requesting any amendments or corrections. • Draft minutes are to be included on the agenda for the following meeting for endorsement. • Council officers to complete any action items arising from the meeting within the timeframes identified at the meeting

	<p>and provide an update at the following meeting on their progress.</p> <p>The minutes must:</p> <ul style="list-style-type: none"> • Contain all disclosed conflicts of interest. • Contain details of the proceedings and outcomes for action. • Be clearly expressed and be self-explanatory. • Incorporate any relevant reports or a summary of the relevant information considered in forming any recommendations. <p>Council officers are to ensure that all minutes and agenda are stored on Council's electronic information systems.</p> <p>Council officers are to prepare a report on an annual basis which should directly reflect the Terms of Reference of the HSWG. The report may include a self-evaluation of the Working Group's operations against the objectives and the performance measures of the working group as set out in the Terms of Reference. The report will be presented to Council for noting under the relevant directorate heading. The Working Group's Terms of Reference may stipulate more frequent reporting.</p>
<p>13. Resignations</p>	<p>A member of the HSWG may resign at any time. Resignations must be made in writing to the Chairperson.</p> <p>A member resigning from a historical society must provide a written nomination to the Chairperson of their proposed replacement to represent their historical society. The Manager Economic and Community Wellbeing must support the nomination prior to the next scheduled meeting of the HSWG.</p> <p>A vacancy arising from the resignation of a community representative may be filled by a suitable candidate from the most recent EOI process, to fill the position for the balance of the former representative's term. The candidates are to be contacted to confirm their continued interest as a representative on the HSWG. Council officers, in consultation with the Councillor Committee will reconsider these candidates and make a recommendation to the Chief Executive Officer to appoint a replacement representative, should one be available.</p> <p>If no suitable candidates are identified, an EOI and selection process as set out in the Appointment of Community Members section will be undertaken.</p> <p>If a vacancy occurs within six months of the current membership expiring and providing that a quorum at meetings is maintained, the vacancy will not be filled for the remainder of the term.</p> <p>A working group member is deemed to have resigned their position from the HSWG if they fail to attend three consecutive meetings of the HSWG without prior notice.</p>

<p>14. Term of the HSWG</p>	<p>The term of the HSWG is four years commencing from the date of endorsement of the Terms of Reference by Council resolution.</p> <p>At the end of the term, the Terms of Reference must be revised and endorsed by Council. This will, but is not limited to, revising the purpose, role, and membership of the group. The revision is to ensure that the HSWG continues to evolve and operate effectively.</p> <p>The HSWG and the Terms of Reference of the HSWG may be revoked by Council at any time.</p>
<p>15. Administrative Updates to the Terms of Reference</p>	<p>From time to time, administrative changes to the Terms of Reference may be necessary. Changes that do not materially alter the Terms of Reference may be made at an administrative level. Examples of this may include name changes to the departments of Council and minor legislative amendments that do not have a material impact on the operation of the HSWG.</p> <p>In instances where changes would have a material impact on the operation of the HSWG, these must be considered by Council.</p>
<p>16. Media Contact</p>	<p>Contact with the media, including the use of social media platforms, on matters of interest to the HSWG must be conducted in accordance with the Manningham Council's Media Policy.</p> <p>Working group members must defer any media enquiries to the Chairperson for approval before approaching media outlets. Working group members should take care to not respond as a representative of the HSWG.</p>
<p>17. Definitions</p>	<p><u>Chairperson</u> Means a Councillor appointed by Council resolution to preside over the HSWG.</p> <p><u>Council</u> Means Councillors participating in decision making at a formally constituted Council meeting.</p> <p><u>Councillor</u> Means a Councillor of Manningham City Council.</p> <p><u>EOI</u> Means Expression of Interest process.</p> <p><u>Officer/Council officer</u> Means an employee of Manningham City Council.</p>