



MILDURA HERITAGE STUDY – Part B

REFERENCE GROUP

Terms of Reference

1 PREAMBLE

Mildura Rural City Council appreciates the role that Reference Groups can play in representing their communities on many different levels and in providing an advisory link to Council through defined communication channels.

2 AIM

Mildura Rural City Council (MRCC) is proceeding with Stage 2 of the Mildura Heritage Study (Part B) and expressions of interest are again sought from the community to form a Reference Group to assist Council and the consultant/s.

A previous Reference Group assisted with the completion of Stage 1 of study completed in August 2020, which involved the preparation of a Thematic Environmental History and the identification of all places of potential cultural significance for the northern half of the municipality comprising the former Mildura City and Shire.

A new Reference Group is required to assist with the completion of Stage 2 of the study, comprising the more detailed assessment of the significance and documentation of those places that were identified to be of potential cultural significance in the Stage 1 survey, along with finalisation of the Thematic Environmental History. The study will lead to a future planning scheme amendment, to include relevant sites in Council's heritage overlay.

3 TERMS OF REFERENCE

- (a) This is a voluntary role. The Reference group is to act in an advisory capacity and ensure issues relevant for consideration are referred to Council and the consultant team, for inclusion within the scope of the study area.

4 REFERENCE GROUP MEMBERSHIP

Council encourages representation from a wide range of community members, including people and groups with an interest/experience in local heritage pertaining to the study area. Membership of the Reference Group would include:

- Community members x (5-15)

Membership of the Reference Group is by invitation of Council through a publicly advertised Expression of Interest process.

If members forfeit their position on the committee (before their duration has lapsed) Council may nominate a replacement.

5 REFERENCE GROUP OPERATION

- (i) Mildura Rural City Council – Steering Committee Chair or a representative will attend meetings of the Reference Group.
- (ii) Administrative support will be provided by Mildura Rural City Council.
- (iii) The Reference Group will meet as required generally on a monthly basis for the duration of the project x (4-6 No approx). This may be during business hours and/or after hours.
- (iv) Membership will consist of (5-15) community representatives of the municipality.
- (v) Positions on the Reference Group will be formal appointments by Mildura Rural City Council.
- (vi) The Reference Group Executive to be appointed by Council will consist of:
 - a. Chairperson
 - b. Deputy Chairperson

6 ROLES AND RESPONSIBILITIES

Chairperson

- 1. Ensure meetings are conducted in an orderly and timely manner.
- 2. Reinforce the purpose of the Reference Group as per the Terms of Reference.
- 3. Represent the Reference Group when appropriate.
- 4. Report to Council as required.
- 5. Liaise with community groups as appropriate.
- 6. Act as a communication link between Council, Project Steering Committee and the community.

Secretary (MRCC – Strategic Planning)

- 1. Record minutes of meetings.
- 2. Ensure that minutes are distributed in a timely manner.
- 3. Record and collate all Reference Group correspondence.
- 4. Draft correspondence as directed by the Reference Group.

Reference Group Members

- 1. Represent the needs of the community.
- 2. Communicate those needs to the Reference Group.
- 3. Act in the best interests of the community members they represent.
- 4. Participate in projects as directed by the Reference Group.

Reference Group Protocols

1. All communications to Council are via the Reference Group minutes.
2. All matters pertaining to Reference Group for *Mildura Heritage Study Part B Stage 2* project are communicated through the Chairperson.
3. All meetings will be conducted in an orderly fashion as directed by the Chairperson.

Distribution of Minutes

The following to receive minutes:

- a) Mayor, Councillors & Chief Executive Officer
- b) Coordinator Strategic Planning
- c) Committee Members

Action for items will follow the Council organisational structure.