POLICY NO. CP 3.3.5

POLICY STATEMENT	**CITY OF GOSNELLS HISTORY AND HERITAGE ADVISORY GROUP - TERMS OF REFERENCE**
PURPOSE	To provide advice on matters related to the preservation of the City's heritage.

POLICY

1. OBJECTIVES

The objectives for the City of Gosnells History and Heritage Advisory Group are to:

- Provide advice and information on history and heritage matters and projects relevant to the City's Heritage Strategy;
- On request, provide advice on history and heritage considerations for development approval processes relevant to properties listed on the City's Heritage Inventory, recognising that statutory planning processes are prescribed in legislation and may not in all circumstances be able to be influenced by such considerations;
- Work with volunteers to undertake projects and community initiatives that are aligned with the City's Heritage Strategy and the City's budget and resource allocations; and
- Work with the City to promote and advocate for the protection of community history and heritage assets.

2. ESTABLISHMENT AND MEMBERSHIP

Members of the History and Heritage Advisory Group are appointed by Council in accordance with Council Policy 5.4.43 'Advisory Groups'. Membership of the History and Heritage Advisory Group will generally comprise the following:

i) Up to two Elected Members and one Elected Member deputy delegate.

ii) Up to three representatives of organisations with expertise in history and heritage matters, such as:

- Heritage Council of Western Australia;
- National Trust of Western Australia;
- Australian Museums and Galleries Association Western Australia; and
- Royal Western Australian Historical Society.

iii) Up to six representatives of the community.

Document Set ID: 2148876
Version: 16, Version Date: 14/08/2025

3. GOVERNANCE

The History and Heritage Advisory Group shall operate in accordance with Council Policy 5.4.43 – Advisory Groups.

3.1 Presiding Member

The Presiding Member and Deputy Presiding Member shall be appointed by Council in accordance with Council Policy 5.4.43 – Advisory Groups.

3.2 Meetings

Meetings will generally be held on a bi-monthly basis from February to December, with the start time and venue being determined by the Advisory Group.

If an urgent matter arises which needs to be dealt with before the next scheduled meeting, a special meeting will be convened. For example, a planning application which has a predetermined deadline.

3.3 Deputations

With the prior approval of the Presiding Member any persons or organisations may be invited to attend a meeting, where their attendance is directly related to the objectives of the History and Heritage Advisory Group. At the discretion of the Presiding Member such persons may address the meeting and contribute to the discussion, however they are not entitled to vote on any matter.

3.4 Conduct of Members

Members will act in good faith, with honesty and integrity, demonstrating due regard for the authority of the Presiding Member and with courtesy and respect in their dealings with all persons whilst undertaking the activities of the History and Heritage Advisory Group.

Members are not to act as lobbyists for a specific group or individual within the community.

3.5 Quorum

Half the appointed membership and where membership is six or less a quorum shall be three. Where a quorum has not been established within 30 minutes after the meeting is due to begin, the meeting shall be re-scheduled at the discretion of the Presiding Member.

3.6 Administrative Support

The Coordinator Heritage is the officer nominated to provide administrative support to the Advisory Group. All activities and communications will be coordinated through the Coordinator Heritage. All enquiries and requests for support should be directed through this officer.

3.7 Attendance at Meetings

Members of the Advisory Group shall endeavour to attend all scheduled meetings of the Advisory Group.

Members of the Advisory Group shall inform either the Presiding Member or the City's nominated officer, if they are unable to attend and the reason for such, prior to the scheduled commencement of the meeting.

Where a member is absent without notice and reasonable grounds throughout three consecutive meetings of the Advisory Group within any 12 month period, that member's membership shall be automatically terminated in order to ensure that the effective operation of the Advisory Group is supported through sufficient membership participation. Some examples of reasonable grounds are work commitments, medical issues, family emergencies and holidays.

GOVERNANCE REFERENCES

Statutory Compliance	Nil.
Industry Compliance	Nil.
Organisational Compliance	Council Policy 5.4.43 Advisory Groups Council Policy 5.4.42 Council Delegates – Role and Responsibilities
Process Links	

TERMS OF REFERENCE ADMINISTRATION

Directorate	**Officer Title**	**Contact:**
Community Engagement	Manager Leisure and Culture	9397 3000

Risk Rating	Low	**Review Cycle**	Biennial	Next Due:	2027

Version	Decision Reference	Synopsis
1.	OCM 156/13/04/2010	New policy to implement Terms of Reference for the History and Heritage Advisory Group.
2.	OCM 386/24/08/2010	Reviewed and amended.
3.	OCM 375/23/08/2011	Reviewed and amended.
4.	OCM 415/24/09/2013	Reviewed and amended to increase the number of community representatives and termination of membership.
5.	OCM 452/12/11/2013	Amended to increase the membership number of organisations from two to three.
6.	1 September 2014	Reviewed with administrative changes only.
7.	OCM 384/25/10/2016	Reviewed with minor amendments so wording is consistent with Policy 5.4.43 - Advisory Groups - Establishment and Operation.
8.	OCM 302/11/09/2018	Reviewed with amendments.
9.	OCM 251/08/09/2020	Reviewed and amended.
10.	OCM 96/18/04/2023	Reviewed with minor amendments.
11.	OCM 2025/211 12/08/2025	Reviewed without amendments.

Document Set ID: 2148876
Version: 16, Version Date: 14/08/2025