

Terms of Reference

Heritage and Local History Reference Group



Merri-bek
City Council

Classification	The Heritage and Local History Reference Group was established by Council resolution on 7 December 2022
Delegation	This Reference Group has no formal delegation, their role is to provide specialist advice relating to Merri-bek Heritage and Local History
Meeting frequency and format	<ul style="list-style-type: none">• Meetings will be held quarterly• Meetings will be 1 hour 30 minutes in duration in a hybrid format• Changes to the meeting frequency and format may be negotiated with members
Term	The Reference Group will sunset 6 months after the end of the Council term.
Proxy	Where a member cannot attend a meeting, they can nominate a proxy to attend on their behalf
Dispute resolution	<ul style="list-style-type: none">• All members will work together in a respectful and collaborative manner and will seek to resolve any disputes within the Reference Group• Where different views are expressed on a topic and the Reference Group cannot reach a consensus, a final decision will be made by the Chair in consideration of member's views and available resourcing
Chair	<ul style="list-style-type: none">• Meetings will be chaired by Lambros Tapinos, South Ward Councillor, Merri-bek City Council
Members	<p>Council Officers</p> <ul style="list-style-type: none">• Georgina Earl, Unit Manager Library Services, Merri-bek City Council• Kim Giaquinta, Unit Manager Strategic Planning, Merri-bek City Council <p>Local History Societies</p> <ul style="list-style-type: none">• 1 representative from The Coburg Historical Society, nominated by the historical society• 1 representative from The Brunswick Historical Society, nominated by the historical society <p>Community Representatives</p> <ul style="list-style-type: none">• Up to 6 community members, selected through an expression of interest process

Role	<p>The role of the Heritage and Local History Reference Group is as the principal consultative body advising and assisting Council to make decisions regarding the role of Council in Merri-bek Heritage and Local History matters.</p> <p>The Heritage and Local History Reference Group is also responsible for:</p> <ul style="list-style-type: none">• advising Council on annual priorities relating to Merri-bek heritage and local history• encouraging community involvement and raising awareness of Merri-bek heritage and local history issues, organisations, collections and events• providing a structure through which the views and interests of the Merri-bek community can be articulated for the attention of Council and its staff• contributing to the development and future review of relevant Council plans and heritage studies.
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