

EXPRESSIONS OF INTEREST

Heritage Council of NSW's Committees and Advisory Panels

The Heritage Council of NSW is seeking to appoint **members** to the **State Heritage Register Committee** (4 vacancies), **Approvals Committee** (4 vacancies), **Heritage Advisory Panel** (7 vacancies) and **Technical Advisory Panel** (5 vacancies) of the Heritage Council of NSW.

State Heritage Register Committee

The State Heritage Register Committee is responsible for recommending the Heritage Council's intention to list items on the State Heritage Register and providing expert comment on significant heritage places.

Approvals Committee

The Approvals Committee acts in the Heritage Council's consent authority role. It approves, comments on and suggests amendments to proposed changes to listed items.

Heritage Advisory Panel

The Heritage Advisory Panel provides independent expert advice in relation to historical archaeology, Aboriginal heritage, history and maritime archaeology, particularly on significant sites and complex issues as they arise.

Technical Advisory Panel

The Technical Advisory Panel provides expert technical advice to the Heritage Council of NSW and staff of Heritage NSW on the maintenance and management of heritage items and assets in ways that retain their significance, as determined by the Heritage Council. It is a multi-disciplinary panel of experts in building conservation, fire safety upgrading, disability access, structural issues and maintenance of building fabric at heritage places.

This is your opportunity to shape heritage outcomes across NSW. We are looking for individuals from a variety of professional backgrounds to contribute to the outcomes delivered by the Heritage Council with the support of its Committees and Panels. As a Committee or Panel Member you will be expected to:

- actively contribute to the work of the Committee or Panel;
- provide effective and sound corporate governance;
- provide leadership, vision and strategic direction;
- provide innovative / new ways of thinking; and
- promote and enhance the profile and integrity of the Heritage Council, its Committees and Panels.

We are looking for people with a broad knowledge and skill set that have a passion for heritage, including Aboriginal cultural heritage outcomes.

We are seeking professional experience in any of the following areas: Aboriginal heritage; Archaeology; Architecture; The building, development and property industries; Conservation of the environmental heritage; Engineering; New South Wales or Australian history; Local government; Moveable heritage; Natural heritage; Planning; Property, planning or

environmental law; Property economics; Rural interests; and Cultural landscapes; as well as Interpretation/communications; Cultural tourism; Access; Disaster preparedness; Climate change; and Fire safety and protection.

Specifically, we would like to hear from you if you:

- are interested in membership of the **Approvals Committee** and are a practicing senior heritage architect who has an excellent understanding of building regulation;
- are interested in membership of the **State Heritage Register Committee** and you are a practicing historian, preferably with expertise in the area of Aboriginal or Colonial history in NSW; or if you have expertise in local government; heritage planning; archaeology; architecture;
- are interested in membership of the **Heritage Advisory Panel** and have expertise in local government; risk preparedness; museums, curatorial, moveable heritage; planning; climate change/sustainability; landscape architecture;
- are interested in membership of the **Technical Advisory Panel** and have expertise in fire safety; fire engineering; disability access; building materials conservation; building and structural engineering (all with specific reference to heritage buildings).

The State Heritage Register Committee and the Approvals Committee meet once per month and members of these committees are remunerated in accordance with NSW Government guidelines.

The Heritage Advisory Panel and Technical Advisory Panel generally meet quarterly or out of session on an as required basis. Panel membership is on a voluntary basis and is not remunerated.

Please submit your application, resume and a brief covering letter (maximum two pages) which details your skills and experience relevant to the role.

To receive an application kit or if you have any enquiries, please contact the Secretariat, Heritage NSW via:

Phone enquiries: (02) 9873 8579

Email enquiries: HeritageCouncil.Secretariat@environment.nsw.gov.au

Website: www.heritage.nsw.gov.au

Applications should be sent to The Secretariat, Heritage NSW via email to:

HeritageCouncil.Secretariat@environment.nsw.gov.au

The **closing date** for applications is **11:59 pm** on **Sunday, 2 May 2021**.

Heritage Council of NSW's Committees and Panels Information pack

Heritage NSW

10 Valentine Ave, Parramatta

Locked Bag 5020 Parramatta 2124

P: (02) 9995 5000 (switchboard)

P: 131 555 (environment information and publications requests)

E: heritagecouncil.secretariat@environment.nsw.gov.au

CONTENTS

CONTENTS	2
Introduction	3
Committees & Panels of the Heritage Council of NSW	3
Approvals Committee.....	3
Technical Advisory Panel	4
Heritage Advisory Panel	4
Grants and Sponsorships Advisory Committee.....	4
Membership Composition.....	4
Expertise of Committee and Panel Members.....	5
Term of Appointment.....	6
Remuneration.....	6
Meeting Dates	6
Quorum	7
Chairperson	7
Voting.....	7
Transaction of business outside meetings or by telephone or other means.....	7
Minutes of meetings	7

Introduction

The Heritage Council of NSW (the Council) is a statutory body established under the NSW *Heritage Act* 1977 and makes decisions about the care and protection of heritage places and items that have been identified as being significant to the people of NSW.

Committees & Panels of the Heritage Council of NSW

The Heritage Council, under the *Heritage Act* 1977 (the Act), is responsible for providing advice to the Minister having responsibility for the administration of the Heritage Act. Part 2 sections 6-23 of the Act, relate to the constitution, membership and role of the Council. The functions of the Council are specified in section 21 of the Act.

The Heritage Council may establish committees and panels to assist the Heritage Council with the exercise of any of its functions.

The State Heritage Register Committee (SHRC) and Approvals Committee (AC) exercise delegated decision making power on behalf of the Heritage Council. The Grants and Sponsorships Advisory Committee (GSAC) advises the Heritage Council of NSW on heritage incentives and service delivery programs.

Advisory panels are appointed by the Heritage Council of NSW to provide expert advice to the Council and Heritage NSW, and to facilitate consultation with industry and stakeholders; as and when needed. Members of advisory panels will have experience and expertise specific to the function of the panel.

State Heritage Register Committee

The State Heritage Register Committee is responsible for recommending the Heritage Council's intention to list items on the State Heritage Register and providing expert comment on significant heritage places.

Approvals Committee

The Approvals Committee acts in the Heritage Council's consent authority role. It approves, comments on, and suggests amendments to proposed changes to listed items.

Technical Advisory Panel

The Technical Advisory Panel provides expert technical advice to the Heritage Council of NSW and staff of Heritage NSW on the maintenance and management of heritage items and assets in ways that retain their significance, as determined by the Council. It is a multi-disciplinary panel of experts in building conservation, fire safety upgrading, disability access, structural issues, and maintenance of building fabric at heritage places.

Heritage Advisory Panel

The Heritage Advisory Panel provides independent expert advice in relation to historical archaeology, Aboriginal heritage, history and maritime archaeology particularly on significant sites and complex issues as they arise.

Grants and Sponsorships Advisory Committee

The Grants and Sponsorships Advisory Committee provides advice to the Heritage Council on the overall NSW Heritage Grants program and assesses and recommends projects for Ministerial approval as part of the Minister's approved programs.

Advises on the strategic funding priorities and review of the Heritage Incentives and Grants Programs as determined by the Heritage Council.

Membership Composition

The maximum number of members on the SHRC and Approvals Committee is eight. At least half of the appointed members on the SHRC and AC must be members of the Heritage Council.

The maximum number of members on the Grants and Sponsorships Advisory Committee is six. At least one of the appointed members on the Grants and Sponsorships Advisory Committee must be a member of the Heritage Council of NSW.

Non-Council members may be appointed by the Heritage Council of NSW to the SHRC and Approvals Committee if their expertise will assist the decision-making committee to carry out its functions.

The maximum number of members on an Advisory Panel is 15 and should include at least one member of the Heritage Council of NSW.

Alternate members and observers may be appointed to Committees and Panels. Observers are not entitled to vote at a meeting or to move or second a motion. Alternate members act a member of a committee or panel during the absence of the person for whom they are the alternate member.

Expertise of Committee and Panel Members

The diversity of expertise sought for committee and panel membership is to ensure a balanced distribution of skills covering the following areas:

- Aboriginal heritage;
- archaeology;
- architecture;
- the building, development and property industries;
- conservation of the environmental heritage;
- engineering;
- New South Wales or Australian history;
- local government;
- moveable heritage;
- natural heritage;
- planning;
- property, planning or environmental law;
- property economics;
- rural or regional interest;
- cultural landscapes;
- interpretation/communications;
- cultural tourism;
- access;
- disaster preparedness;
- climate change;
- fire safety and protection.

At least one Committee or Panel member is to be an Aboriginal person who possesses knowledge, skills and experience relating to Aboriginal heritage management.

Term of Appointment

A member of a Committee or Advisory Panel of the Heritage Council, holds office for a period of up to three years, as determined by the Council. A Committee or Panel member is eligible for re-appointment, with a maximum term of up to six-years in total.

Remuneration

Under the Public Service Commission Directive, February 2019 update:

Classification and Remuneration Framework for NSW Government Board and Committees Policy and Guidelines, the Heritage Council of NSW is classified as group C3 (i) - Committees which offer independent expert advice to the Minister(s) or Government Agency on specific issues of sectoral significance.

In accordance with this classification, sitting fees payable to committee members are set as follows:

- \$350 full day Chair sitting fee; and
- \$220 full day Member sitting fee.

Members of the Technical Advisory Panel and Heritage Advisory Panel, other than members of the Heritage Council or ACHAC, are appointed on a voluntary basis and are not remunerated.

Meeting Dates

The State Heritage Register Committee and the Approvals Committee meet monthly and meetings are generally held on the first Tuesday of each month, before the Heritage Council's meeting on the Wednesday. There are no meetings held in January.

Advisory Panels operate by referral of matters from the Heritage Council or Heritage NSW or on matters raised by panel members themselves. Generally, matters are considered by all or some of the members, based on the expertise of members. Panel meetings are held quarterly or out of session on an as required basis.

Quorum

A majority of appointed Committee members must be present at a meeting to form a quorum.

Chairperson

A Committee Chair or a Deputy Chair appointed by the Heritage Council presides at all meetings of a Committee. In the absence of the Chair and Deputy Chair, the Committee members present elect another member of the Committee who is also a member of the Heritage Council, to preside at the meeting.

A Panel Chair appointed by the Heritage Council presides at all meetings of a Panel. In the absence of the Chair, the Panel members present elect another member of the Panel to preside at the meeting.

Voting

A decision is determined by having been supported by a majority of the votes cast by members at a meeting where a quorum is present.

Transaction of business outside meetings or by telephone or other means

The Committees or Panels may, if deemed appropriate, transact any of its business by the circulation of papers among all the members and any advice or decisions approved in writing by a majority of those members.

The Committees and Panels may transact any of its business at a meeting at which members (or some members) participate by telephone, closed-circuit television or other means, but only if any member who speaks on a matter can be heard by the other members attending the meeting

Minutes of meetings

The Committees and Panels record minutes of meetings and decisions at each meeting.

The resolutions and minutes of Committee meetings are published on the Heritage NSW Website.

PERSONAL DETAILS

Title: Ms, Mr, Miss, Dr _____ Given Name: _____

Family Name: _____ Date of Birth (DOB): _____

Residential Address (required):

Town or Suburb: _____ State: _____ Postcode: _____

Postal Address:

Town or Suburb: _____ State: _____ Postcode: _____

Daytime phone number: _____ Mobile: _____

Email address: _____

Statistical Information
(Please tick the applicable
categories)

- ☐ Male ☐ Female
- ☐ English is my first language
- ☐ English is not mine or my parents' first language

Culturally diverse, please specify ancestry (3 generations, if known)

- ☐ Aboriginal or Torres Strait Islander descent
- ☐ Person with a disability

Age Range:

- ☐ 18-25 ☐ 26-40
- ☐ 41-64 ☐ 65 and over

Please indicate if you are a
member of other
Government bodies
including boards and
committees.

No: ☐ Yes: ☐

If Yes – please provide details:

PERSONAL DETAILS	
Please indicate if you are a public servant.	No: <input type="checkbox"/> Yes: <input type="checkbox"/> Which agency: <hr/>
Please indicate if you or the organisation you work for are on the Lobbyist Register.	No: <input type="checkbox"/> Yes: <input type="checkbox"/> If Yes –please provide details: <hr/>
Target criteria: Please indicate against which Committee or Panel’s target criteria you possess qualifications, knowledge and skills.	
Approvals Committee	<input type="checkbox"/> Practicing senior heritage architect with excellent understanding of building regulation
State Heritage Register Committee	<input type="checkbox"/> Practicing historian, preferably with expertise in the area of Aboriginal or Colonial history in NSW <input type="checkbox"/> Local government <input type="checkbox"/> Heritage planning <input type="checkbox"/> Archaeology <input type="checkbox"/> Architecture
Heritage Advisory Panel	<input type="checkbox"/> Local government <input type="checkbox"/> Risk preparedness <input type="checkbox"/> Museums, curatorial, movable heritage <input type="checkbox"/> Planning <input type="checkbox"/> Climate change/sustainability <input type="checkbox"/> Landscape architecture
Technical Advisory Panel	<input type="checkbox"/> Fire safety <input type="checkbox"/> Fire engineering <input type="checkbox"/> Disability access <input type="checkbox"/> Building materials conservation <input type="checkbox"/> Building and structural engineering Note: <i>All with specific reference to heritage buildings</i>

Other criteria for appointment:

Please indicate against which other criteria you possess qualifications, knowledge and skills.

If you can associate with more than one criterion, please indicate which is the primary criteria you fulfill with the number 1.

- ☐ Aboriginal heritage
- ☐ Archaeology
- ☐ Architecture
- ☐ The building, development and property industries
- ☐ Conservation of the environmental heritage
- ☐ Engineering
- ☐ New South Wales or Australian history
- ☐ Local government
- ☐ Moveable heritage
- ☐ Natural heritage
- ☐ Planning
- ☐ Property, planning or environmental law
- ☐ Property economics
- ☐ Rural interests
- ☐ Cultural landscapes
- ☐ Interpretation/communications
- ☐ Cultural tourism
- ☐ Access
- ☐ Disaster preparedness
- ☐ Climate change
- ☐ Fire safety and protection

Qualifications/expertise (Please list)

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please attach a Curriculum Vitae (CV) to support your application.

(CV will need to be in either Microsoft Word or PDF format (maximum 5 pages) addressing experience/expertise/qualifications - If nominating for more than one area of expertise, provide supporting evidence for each area).

**If you are unsuccessful in being appointed
to a Committee or Advisory Panel on this occasion**

Do you consent to your information being kept on file for any future vacancies?

☐ Yes ☐ No

Are you interested in appointment to one of the Heritage Council committees or advisory panels when a future vacancy arises?

☐ Yes ☐ No

Please refer to the information provided on the work of the Heritage Council committees and advisory panels and indicate your area of interest.

- ☐ Approvals Committee
- ☐ State Heritage Register Committee
- ☐ Technical Advisory Panel
- ☐ Heritage Advisory Panel
- ☐ Grants and Sponsorships Advisory Committee

SIGNATURE: _____

DATE: _____

Information submitted on this form, including any personal details will be a matter of public record and will be stored in the Department of Premier and Cabinet (DPC) records system. You can find out more about how DPC handles the personal information it collects online by reading our privacy policy. By submitting this form, you consent to the collection and use of your personal information in accordance with this policy.

HERITAGE COUNCIL OF NSW
COMMITTEES AND PANELS MEMBERSHIP APPLICATION

MEMBER'S PECUNIARY INTERESTS DECLARATION AND UNDERTAKING

I,, give the following undertaking:

1. There is no matter I am aware of concerning my interests*, or any activity in which I am or have been engaged, that may call into question the probity of the Heritage Council of NSW or give rise to any conflict with my responsibilities as a member of that Council's committee or panel;
2. I am aware that I must exercise my responsibilities as a member of the Heritage Council of NSW' committee or panel in accordance with the *Conduct Guidelines for Members of NSW Government Boards and Committees*, including in relation to the confidentiality requirements set out in those Guidelines, as well as any applicable Code of Conduct for the Heritage Council of NSW.
3. I have the following interests* in corporations, partnerships, businesses or other organisations that may be relevant to the activities of the Heritage Council of NSW and its committees and panels.

Sources of income:

.....
.....
.....

Memberships of Boards and Committees:

.....
.....
.....

Interests and positions in corporations:

.....
.....
.....

Interests and positions in trade unions and professional or business associations:

.....
.....
.....

4. I will formally advise the Heritage Council of NSW and the Heritage NSW, Department of Premier and Cabinet, of any significant change in circumstances that affects the accuracy of this declaration and undertaking.

Signature: _____ Date: _____

***A member's interests include those of an associate or close relative.**