

Dear Sir/Madam

Thank you for seeking an Application Kit for membership of the Heritage Council of NSW.

The enclosed Application Kit includes:

- Advertisement for Expressions of Interest;
- Heritage Council Information Pack; and
- Heritage Council Application Form.

Please submit your completed application and any supporting information via email to HeritageCouncil.Secretariat@environment.nsw.gov.au.

For further information please contact:

Phone: (02) 9873 8579

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

Website: <https://www.heritage.nsw.gov.au/what-we-do/heritage-council-of-nsw/>

The **closing date** for applications is 11.59 pm on **Wednesday, 13 October 2021**.

Thank you again for your interest in applying for membership of the Heritage Council of NSW.

Yours sincerely

**Secretariat
Heritage NSW
Department of Premier and Cabinet**

EXPRESSIONS OF INTEREST

Heritage Council of NSW

The Minister responsible for heritage is seeking to appoint **up to three (3) members** to the **Heritage Council of NSW**.

The Heritage Council is an independent statutory body that works to ensure the protection, conservation and promotion of heritage in NSW. The Heritage Council recommends items for listing on the State Heritage Register, supports conservation and adaptive use, and builds community understanding of heritage.

This is your opportunity to shape heritage conservation across NSW. We're looking for individuals from a variety of professional backgrounds to contribute to the outcomes delivered by the Council.

Under the Heritage Act 1977, members of the Heritage Council are to be persons who, in the opinion of the Minister, possess qualifications, knowledge and skills relating to any of the following areas: archaeology; architecture; the building, development and property industries; conservation of environmental heritage; engineering; NSW or Australian history; local government; moveable heritage; natural heritage; planning; property, planning or environmental law; property economics; rural interests or cultural landscapes.

We are looking for people with a broad knowledge and skills, and with a passion for heritage.

The Heritage Council meets once per month and members are remunerated in accordance with NSW Government guidelines.

Please submit your application, including a resume and brief covering letter (maximum two pages) which details your skill 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 Wednesday, 13 October 2021**

Heritage Council of NSW Information pack

September 2021

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

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Introduction

The Heritage Council of NSW (the Council), under the *Heritage Act 1977* (the Act), is responsible for providing advice to the Minister having responsibility for the administration of the 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.

Members of the Heritage Council of NSW

The Heritage Council comprises nine members. Of the members, eight (8) are appointed by the Minister and the other one member is to be the Deputy Secretary of the Department of Planning, Industry and Environment.

Five of the appointed members are to be persons who, in the opinion of the Minister, possess qualifications, knowledge and skills relating to any of the following areas:

- 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 interest
- cultural landscapes

One of the other appointed members is to be a person who, in the opinion of the Minister, possesses qualifications, knowledge and skills relating to Aboriginal heritage.

One of the other appointed members is to be a person appointed from a panel of three (3) persons nominated by the National Trust of Australia (New South Wales).

The other appointed member is to be appointed as Chairperson.

Heritage Council Committees & Panels

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

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

Advisory panels are appointed by the Council 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, under delegated authority from the Heritage Council of NSW, makes recommendations to the Minister for the listing of items on the State Heritage Register. They also provide advice to the Council on the significance of heritage places.

Approvals Committee

The Approvals Committee determines, comments on, or suggests amendments to proposed alterations to SHR listed items under delegation from the Heritage Council of NSW.

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. The Committee also advises on the strategic funding priorities and review of the Heritage Incentives and Grants Programs as determined by the Council.

Technical Advisory Panel

The Technical Advisory Panel provides expert technical advice to the Heritage Council 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.

Heritage Council nominee to the Aboriginal Cultural Heritage Advisory Committee (ACHAC)

Under the *National Parks and Wildlife Act 1974 No 80*, one member of ACHAC is to be a nominee of the Heritage Council. ACHAC advises the Minister and Heritage NSW on matters relating to the identification, assessment and management of Aboriginal cultural heritage in NSW.

Term of Appointment

Subject to Schedule 9 of the *Heritage Act 1977* and the regulations, an appointed member holds office for a period not exceeding three (3) years but is eligible (if otherwise qualified) for re-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

The Heritage Council of NSW is classified C3(i) 'Committees which offer independent expert advice to the Minister(s) or Government Agency on specific issues of sectoral significance to the State Classification and Remuneration Framework for NSW Government Boards and Committees – Directive December 2012.

Under this classification, remuneration rates for members of the Heritage Council are set at:

- \$30,000.00 for the Chair per annum
- \$7,717.00 for Members per annum

Sitting fees are payable to members of the Committees of the Heritage Council, at the following rates:

- \$350 full day Chair sitting fee
- \$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.

Heritage Council Meeting Dates

The Council meets monthly on the first Wednesday of each month except in January. The Council also visits a regional area each year to connect with communities outside the metropolitan area.

The State Heritage Register Committee and the Approvals Committee meet monthly, generally on the first Tuesday of each month, before the 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.

Heritage Council Procedure

This section is taken from Schedule 2 Part 3 of the Heritage Act 1977.

11 General procedure

The procedure for the calling of meetings of the Heritage Council and for the conduct of business at those meetings is, subject to this Act and the regulations, to be as determined by the Heritage Council.

12 Quorum

The quorum for a meeting of the Heritage Council is a majority of its members for the time being.

13 Presiding member

- (1) The Chairperson (or, in the absence of the Chairperson, the Deputy Chairperson, or in the absence of both the Chairperson and the Deputy Chairperson, a person elected by the members of the Heritage Council who are present at a meeting of the Heritage Council) is to preside at a meeting of the Heritage Council.
- (2) The presiding member has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

14 Voting

A decision supported by a majority of the votes cast at a meeting of the Heritage Council at which a quorum is present is the decision of the Heritage Council.

15 Transaction of business outside meetings or by telephone or other means

- (1) The Heritage Council may, if it thinks fit, transact any of its business by the circulation of papers among all the members of the Heritage Council for the time being, and a resolution in writing approved in writing by a majority of those members is taken to be a decision of the Heritage Council.
- (2) The Heritage Council may, if it thinks fit, 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 before the meeting can be heard by the other members.
- (3) For the purposes of:
 - (a) the approval of a resolution under subclause (1), or

(b) a meeting held in accordance with subclause (2),
the Chairperson and each member have the same voting rights as they have at
an ordinary meeting of the Heritage Council.

(4) A resolution approved under subclause (1) is, subject to the regulations, to be
recorded in the minutes of the meetings of the Heritage Council.

(5) Papers may be circulated among the members for the purposes of subclause (1)
by facsimile or other transmission of the information in the papers concerned.

16 First meeting

The Minister may call the first meeting of the Heritage Council in such manner as the
Minister thinks fit.

17 Minutes of meetings

(1) The Heritage Council must cause minutes of meetings and decisions at each
meeting of the Heritage Council to be kept and must furnish the Minister with a
copy of those minutes as soon as practicable after each meeting.

(2) A copy of the minutes furnished to the Minister must be made available by the
Heritage Council for public inspection without charge.

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

Application for appointment to the Heritage Council of NSW

Personal Information on this form is protected
by the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

Applicant's details

Title: _____ First name: _____ Middle name: _____

Surname: _____ Post nominal: _____ Date of birth: _____

Residential address (required):

Town or suburb: _____ State/Territory: _____ Postcode: _____

Postal address:

Town or suburb: _____ State/Territory: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email address: _____

Category of membership

*Please select the Council membership category / categories for which you wish to be considered (as listed in **Section 8 of the Heritage Act 1977**, based on your qualifications, knowledge and skills. If you can associate with more than one criteria please indicate which is the primary criteria you fulfill with the number 1.*

- ☐ Archaeology [Section 8(3)(b)]
- ☐ Architecture [Section 8(3)(c)]
- ☐ The building, development and property industries [Section 8(3)(d)]
- ☐ Conservation of the environmental heritage [Section 8(3)(e)]
- ☐ Engineering [Section 8(3)(f)]
- ☐ New South Wales or Australian history [Section 8(3)(g)]
- ☐ Local government [Section 8(3)(h)]
- ☐ Moveable heritage [Section 8(3)(i)]
- ☐ Natural heritage [Section 8(3)(j)]
- ☐ Planning [Section 8(3)(k)]
- ☐ Property, planning or environmental law [Section 8(3)(l)]
- ☐ Property economics [Section 8(3)(m)]
- ☐ Rural interests [Section 8(3)(n)]
- ☐ Cultural landscapes [Section 8(3)(o)]
- ☐ Aboriginal heritage [Section 8(3A)]
- ☐ Nominee of the National Trust of Australia (New South Wales) [Section 8(4)]

Information to support your application

Qualifications/expertise – please include further details on your primary selection criteria.

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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, providing supporting evidence for each area.

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

No: ☐ Yes: ☐

If Yes – please provide details:

.....

Please indicate if you are a **public servant**.

No: ☐ Yes ☐

Which agency:

.....

Please indicate if you or the organisation you work for are on the **Lobbyist Register**.

No: ☐ Yes: ☐

If Yes –please provide details:

.....

Diversity Statistics

This information will be used to measure diversity in appointments. Members of the community, including women, Aboriginal and Torres Strait Islander people, people of culturally diverse backgrounds, people with a disability and young people (aged 12 to 25), are encouraged to apply for positions on NSW boards and committees.

Gender: Male ☐ Female ☐ Non-binary ☐ Choose not to say ☐

Person with disability: Yes ☐ No ☐ Choose not to say ☐

Age range: 18 – 25 ☐ 26-40 ☐ 41-64 ☐ 65 and over ☐

Aboriginal or Torres Strait Islander descent: Yes ☐ No ☐ Choose not to say ☐

Culturally and/or linguistically diverse: Yes ☐ No ☐ Choose not to say ☐

If yes, please indicate Ancestry:

**If you are unsuccessful
in being appointed to the Heritage Council of NSW 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(s) of interest.

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

Authorisation and signature

I certify that the information provided is true and complete to the best of my knowledge. I approve the NSW Government undertaking probity checks, as deemed appropriate.

SIGNATURE: _____

DATE: _____

Privacy statement

By signing and submitting this form, you acknowledge that you are aware that any information submitted may be used by other NSW Government departments and agencies, including the Department of Premier and Cabinet (DPC), the Special Minister of State and the NSW Cabinet to review and consider your application. If your application is successful, information submitted on this form, including any personal details, will become a matter of public record. The information may also be used by the DPC to facilitate your appointment and will be stored in the DPC records system.

You can find out more about how DPC handles the personal information it collects online by reading our privacy policy [here](#).

MEMBER'S PECUNIARY INTERESTS DECLARATION AND UNDERTAKING

Heritage Council of NSW

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;
2. I am aware that I must exercise my responsibilities as a member of the Heritage Council of NSW 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.

Sources of income:

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Memberships of Boards and Committees:

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Interests and positions in corporations:

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

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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.**