Name of Committee:	**Historical Societies Network Committee**
Purpose of Committee:	The Historical Societies Network Committee has been established to provide a conduit between Council and municipal Historical Societies. The Historical Societies Network Committee is a network supported by Council, with two Councillors nominated on an annual basis. The establishment of a Historical Societies Network Committee (the Network) provides an important forum for collaboration, idea generation, and a point of reference for identifying municipal-wide emerging issues and opportunities regarding history and heritage within the City of Kingston that impacts member groups. The Network has a purely collaborative and consultative focus. This means that the Historical Societies Network Committee does not have any financial delegation or decision-making capacity..
Council Plan Objectives	To consider the role with respect to the provision of: • Liveable: Preserve and enhance Kingston's character and heritage

Criteria for Membership:	• Municipal History or Heritage engagement
	    ○ A body, group or organisation (Historical Society)
	    ○ Strong community networks and linkages;
	• Local Connection
	    ○ An ability to represent a broad range of views that reflect the diversity of the community;
	    ○ A strong understanding of the local community and its social, environmental and economic influences;
	    ○ Good knowledge and understanding of the local issues that are relevant to history and heritage;
	    ○ An ability and willingness to encourage participation from and provide feedback to the community regarding history and heritage;
	• Collaboration
	    ○ A willingness to contribute positively to meetings in a fair and unbiased manner;
	    ○ An ability to constructively participate in an advisory capacity;
	    ○ An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston;
	    ○ A capacity to commit to the Historical Societies Network Committee for the term duration;
	    ○ A willingness to celebrate the success and achievements of history and heritage within the City of Kingston.

Selection of Members:	Two (2) Councillor representatives will be appointed by Council to the Committee. Community Groups (Historical Societies or groups with strong history or heritage affiliation) will be selected through a formal nomination process that is advertised via relevant media as deemed appropriate, and through networks relating to the Committee's areas of interest. The formal nomination process will include a shortlisting process utilising the Criteria for Membership and an interview to assess suitability of Groups. The interview panel will consist of, where possible, one member of the Committee (1), and at least two (2) Council Officers. Committee member endorsement will be recommended to Council when changes occur. A maximum of two (2) representatives from each group will be selected following the Groups own internal nomination process.

	Council, via the Kingston Libraries team, may administer additional nomination processes at its discretion in line with the needs of the Network
Chairperson:	The role of Chairperson will be undertaken by the nominated Member (Chair) decided upon by majority vote at the previous meeting. Should the nominated Chair not be present, a new Chair will be nominated by a majority vote of those members present. This process will be administered by the relevant Council Officer.
	The Chair is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Network. Prior to the end of each Network meeting, a Chair will be appointed for the next meeting.
Membership:	- Two (2) Councillor representatives (appointed by Council resolution) - Up to sixteen (16) Community Committee members to collectively represent a diverse range of history and heritage expertise. - Suitably skilled people may be co-opted to join the Network in an advisory capacity, for a specified purpose and for a specified period. - Appointments will be for a two-year term. - Groups completing a two-year term may re-nominate for a further two-year term. - Groups are free to resign in writing from a Network at any time.
Executive Support:	The Council Officers will: - Compile and circulate agendas, attend meetings, compile and distribute minutes. - Compile the annual report of the committee on behalf of the Network - Provide terms of reference to new committee members. - Facilitate a review process for the committee and its terms of reference every two years. - Provide information and education on relevant council actions - Oversee the recruitment and selection process for committee membership

	The General Manager of Community Strengthening and selected Council Officers will provide professional advice to the committee as required.

Conflict of Interest and Confidentiality:	The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the Network must be fully aware of their responsibilities regarding the management of interests in relation to the discharge of their duties as members of the Network. Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines. It is intended that the Network will be a forum for discussing history and heritage challenges and opportunities directly related to the functions of Network member groups. Confidential discussion will not be disclosed without prior approval.
Meetings:	The Network will meet quarterly. It is expected that each member attends a minimum of 75 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied. A member's term of appointment may cease if the member fails to attend two consecutive meetings without prior apology. A quorum at a meeting of the Network will consist of at least five (5) appointed members (excluding Council staff). Meetings that do not achieve quorum will be cancelled. Under special circumstances a meeting may be added, cancelled or re-scheduled. A Council venue that is central for all members to access will be nominated for meetings. The Network may hold joint meetings to deal with issues that cover the reach of more than one the Network.

Guiding Principles:	- We are inclusive, open minded and respectful of everyone's perspective - We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community - Challenging and exploring are an integral part of what we do and how we operate - We represent and commit to the value of the committee - We actively participate and engage in the work of the committee - We are punctual, well prepared, timely with responses and we follow through - We are realistic about what we can achieve - We have a strong focus on outcomes
Reporting:	- A report of each Historical Societies Network Committee meeting is to be presented to a Councillor Information Session. - Minutes of each meeting will be provided to all Councillors of the City of Kingston. - A report of the Historical Societies Network Committee activities will be presented to the Council by 30 June annually.
Related Documents:	Council Plan 2021 - 2025 Living Kingston 2035 To be updated with new document links as appropriate