

TECHNICAL ADVISORY GROUP FOR MATERIALS CONSERVATION

TERMS OF REFERENCE

1.0 Introduction

In December 1998 following a review of its operating principles, and in anticipation of the *Heritage Act 1977* amendments, the Heritage Council adopted a new committee structure and operating procedures. These changes came into force in early 1999. This review included the advisory panels and standing committees that supplement the expertise of the Heritage Council and the Heritage Office and included adoption of the Code of Conduct and Code of Meeting Practice incorporating General Operating Procedures for all of these panels and committees as outlined in this document.

2.0 Advisory Panels and Standing Committees

2.1 Advisory Panels and Standing Committees provide expert advice and guidance to the Heritage Council, Heritage Office and the Community and establish best practice guidelines to review and promote their area of expertise.

2.2 They report to either the Heritage Council or the Heritage Office. The Technical Advisory Group reports to the Heritage Office.

2.3 Nine such panels and standing committees have been established by the Heritage Council to date. These are:

- Aboriginal Heritage Committee;
- Archaeology Advisory Panel;
- Fire, Access and Services Advisory Panel,
- Heritage Incentives Committee;
- History Advisory Panel;
- Maritime Archaeology Advisory Panel ¹;
- Religious Property Advisory Panel;
- Technical Advisory Group for Materials Conservation.

2.4 The Technical Advisory Group for Materials Conservation provides best practice advice to the Heritage Council, the Heritage Office, heritage professionals, building owners and the other sectors of the community on conservation techniques and materials.

3.0 General Operating Principles

¹ In the case of maritime archaeology Advisory Panel participation of a Heritage Council member or alternative may not be appropriate or possible.

- Standing Committees and Advisory Panels should include at least one Heritage Council Member and may include professional staff from the Heritage Office as Members.
- Panel Members will have experience and expertise specific to the function of the Panel.
- It would be usual practice that a Heritage Council member or alternate member would chair all panels.
- Where relevant, recommendations of Advisory panels or standing committees will be made to the Heritage Council and will be forwarded in the form of a report for HC consideration.
- Panels may exercise delegated non-statutory functions on behalf of the Heritage Council, but this would require a specific delegation for a particular purpose at a particular time.
- The minutes are forwarded to the Heritage Council for information.
- The Heritage Office provides administrative support to all Advisory Panels and Standing Committees.
- One of the Principal Heritage Officers is accountable for each Advisory Panel and will ensure the work of the Advisory Panel remains integrated with overall functions of the Heritage Council and the Heritage Office.

4.0 Code of Meeting Practice

- 4.1 The code of Meeting Practice for the Heritage Council is to be adopted for all Advisory groups.

5.0 Code of Conduct and Guidelines

- 5.1 The Code of Conduct and Guidelines for the Heritage Council is to be adopted by all Advisory Groups.

6.0 Role

- 6.1 To supplement the skills and expertise of the Heritage Office in technical and practical issues of conservation of (principally) built heritage.
- 6.2 To steer and monitor the standards of technical advice provided by the Heritage Office and the Heritage Council.

7.0 Functions

- 7.1 To advise and monitor the technical advice process in support of the Heritage Office.
- 7.2 To provide technical advice in support of the Heritage Office, to buildings of State and local significance (directed through the Heritage Office)
- 7.3 To raise standards of and promote best practice in materials and building conservation generally by:
- identifying and monitoring common and emerging issues in practical building and materials conservation,
 - identifying means of improving/developing best practice methods of repair through targeted education or publications,
 - leasing with academic, training institutions and private industry to encourage targeted materials research (as identified above),
 - leasing with academic and training institutions to encourage training (as identified above),
 - producing new publications as required and revising existing publications,
 - to assist in the rationalization of technical and practical publications and to prevent duplication,
 - to provide occasional workshops and seminars on specific technical issues (as identified above), and
 - Recommend additional expert panel members.

8.0 Membership

- 8.1 The membership should include at least one member of the Heritage Council (or their deputy) and may include Heritage Office staff as members.
- 8.2 It would be usual practice that the Chair of the Technical Advisory Group would be a Heritage Council member.
- 8.3 The Technical Advisory Group will consist of the TAG panel that is supplemented by an extended list of experts known as the reference group.
- 8.4 Membership of the panel and the reference group should reflect the range of technical skills and practical experience required, ensuring that the Technical Advisory Group can deal with methods and conservation technique queries on

typical construction materials. This includes practitioners at the forefront of the following areas of expertise:

- construction
- architecture
- materials science (metallurgy, polymers, masonry, geology),
- engineering
- geotechnics
- decorative arts (textiles, ceramics, furniture conservation)

8.5 The panel attends regular meetings and the reference group's expertise is drawn upon as required to deal with specific technical enquiries or advisory panel activities such as training, workshops and publications.

8.6 The current membership of the panel and reference group is attached at Annexure 1.

8.7 The Heritage Office will provide an executive officer to provide administrative support to the advisory panel.

9.0 Meeting cycle

9.1 All Heritage Council advisory panels will meet quarterly. In special circumstances the executive officer may call an additional meeting between the regular meeting cycle.

10.0 The Technical Advisory Service

10.1 The Technical Advisory Service provides advice to heritage professionals and building owners about conservation techniques and materials.

10.2 The Heritage Office coordinates this advisory service.

10.3 The Heritage Office will either answer the query or refer the matter to a member of the Technical panel for a response, or may in turn decide to refer the query to the reference group if necessary.

10.4 The panel will review the service on an annual basis with a view to identifying frequent queries or issues that could be dealt with in a strategic manner (training sessions or publications), or any emerging issues that require a coordinated approach to industry.

11.0 Annual program

- 11.1 An annual program is to be agreed with the Heritage Office endorsed by the Heritage Council each year.
- 11.2 The panel and the reference group will meet annually with a view to reviewing the Technical Advisory Service and the panel's annual program.

12.0 Agenda

- 12.1 The executive officer and the chair of the advisory panel will devise the agenda for each meeting.