

**City of Port Phillip**  
**INSTRUMENT OF DELEGATION**  
**For the Cultural Heritage Reference Committee**

**Authorising Provision**

This Instrument of Delegation is made pursuant to the Terms of Reference to the **Cultural Heritage Reference Committee**.

Port Phillip City Council delegates to the General Manager Community Development, the powers, discretions and authorities set out below:

1. Decision to accept or otherwise the recommendation of the Reference Committee regarding proposed memorials and monuments based on the following criteria:
  - a) The subject being nominated (the 'Nominee') must have made a highly significant contribution to the shared community history in the City of Port Phillip that is also significant at a state or national level.
  - b) Nominee(s) must have achieved at a high level and made their contribution over and above what might be reasonably expected through paid employment, or their voluntary contribution to the community and should stand out from others who may have also made a valuable contribution.
  - c) Nominee(s) should have left a tangible legacy to the community that has resonance with the broader public.
  - d) Nominated anniversaries or events must be unique and highly significant to the history and development of the City of Port Phillip and the State of Victoria and/or Australia.
  - e) Nominated events of historical or cultural significance must be highly significant to a particular site/area within the City of Port Phillip.
  - f) No new memorial should be considered that commemorates a person, event or occasion already memorialised unless circumstances are truly exceptional.
  - g) Memorials must demonstrate a relevance to site, bear a relationship with the open space setting and be consistent with any approved master plans or conservation plans for the site. Memorials should be integrated into the landscape and considerate of the purpose of the site.
  - h) Memorials in parks must be consistent with existing master plans and not detract from the aesthetic value of the parkland or foreshore. This applies also to the physical works required to install the memorial or access to the site in the long term.
  - i) The long-term viability of the memorial and its maintenance will be considered in the application for any new memorials.
2. Referral to Council meeting for any decision deemed by the delegate to require consideration by Councillors (eg concerning Councillor interests);
3. Select and appoint co-opted Committee members as required; and
4. Perform all other functions that are set out in the Terms of Reference of the Committee (attached) that are not otherwise listed above.

This Instrument of Delegation is authorised by a resolution of Council passed on 15 March 2017. The delegation comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation.

The delegation remains in force until Council resolves to vary or revoke it.

THE COMMON SEAL of Port Philip City    )  
Council was hereunto affixed in the        )  
presence of:                                        )

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Executive Officer

