



EXPRESSIONS OF INTEREST

EOI 11/20

**HERITAGE ADVISOR
FOR
GILGANDRA SHIRE COUNCIL**

**EXPRESSIONS OF INTEREST
CLOSE AT 11AM
ON FRIDAY, 27 MARCH 2020**

1. Objective

Council is seeking to appoint a Heritage Advisor to positively promote and manage heritage and urban design in this local area and I am pleased to invite you to express interest in this position.

Council's area includes 97 items listed for protection/proposed to be protected under the council's Local Environmental Plan. The area also includes many unlisted heritage items.

2. Requirements

It is proposed the Heritage Advisor will visit the area 3-4 times per year (or as required), and preferably on a weekday. The Heritage Advisor will also provide advice and support via phone or email to Council staff as required.

The Heritage Advisor's primary objectives are to provide professional advice to Council and the community to help deliver good heritage and urban design management in the local government area.

The key duties for the Heritage Advisor would be:

- to work with Council to update and deliver a heritage strategy
- provide educational and promotional opportunities for heritage
- initiate research and studies for improved heritage management
- ensure effective statutory management of heritage
- manage heritage and development processes
- promote sustainable management of heritage
- liaise with, and assist, heritage owners and developers for best heritage outcomes
- promote incentives, including grants and funding for heritage
- work with community and key stakeholder groups
- work with local professionals and tradespeople
- work with Council to manage its heritage assets
- provide advice concerning matters for action under the NSW Heritage Act, 1977 when requested by OEH; and
- work with Council and relevant community organisations providing advice on the management, protection and future development of local heritage collections
- complete reporting requirements to OEH and other funding bodies

3. Submission of Expressions of Interest

Expressions of Interest are to be submitted to Gilgandra Shire Council no later than 11.00am on **Friday, 27 March 2020**. Late submissions will not be accepted.

4. Additional information requested

Council will also require the following information:

- a current curriculum vitae
- confirmation you have completed OEH Heritage Advisor training and refresher workshops
- a brief statement outlining why you would be a good advisor for this area
- written statements demonstrating how you meet the Heritage Advisor eligibility criteria - refer to the OEH publication, How to establish a heritage advisor service available at:

www.environment.nsw.gov.au/resources/heritagebranch/heritage/infoHeritageAdvisorService.pdf

5. Selection Criteria

Submissions will be assessed according to the following criteria:

- a) Fees/Cost
- b) Relevant experience including referee checks

6. Contact Information

For further information please contact:

Name:	Melissa Kelly Environmental Health Officer
Phone:	02 6817 8800
Fax:	02 6847 2521
Email:	council@gilgandra.nsw.gov.au

GILGANDRA SHIRE COUNCIL

STATEMENT OF BUSINESS ETHICS

GENERAL PRINCIPLES

Gilgandra Shire Council expects all its representatives, staff and Councillors to behave ethically and to abide by a written Code of Conduct. Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

There are two main principles that form the basis of Gilgandra Shire Council's business agreements. Firstly, there is the need to get the best possible value for public money. Secondly, Council needs to demonstrate impartiality and fairness at all stages of the process.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

VALUE FOR MONEY is determined by considering all the factors which are relevant to a particular process. For example quality, reliability, timeliness, service, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean "lowest price".

However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

IMPARTIALITY AND FAIRNESS are about being objective, even-handed and reasonable. An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess each quotation against criteria. A fair person would not for example change or introduce new selection criteria midway through the quotation process without advising all persons submitting a quotation.

Being impartial includes taking into account the practicalities of a given situation. Impartiality does not require for example inviting bids from firms which have performed poorly in the past. In some circumstances, fairness takes into account the effects of actions of others. It would be unfair to call quotes when there is no serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a view point where it wishes to be fair in all its dealings and minimise where possible, any adverse effects of its decisions.

Gilgandra Shire Council expects staff and Councillors to:

- Respect and follow Council's policies and procedures.
- Treat all quotes for the supply of goods and services equitably.
- Promote fair and open competition while seeking best value for money.
- Protect confidential information.
- Meet or exceed public interest and accountability standards.
- Respond promptly to reasonable requests for advice and information.
- Avoid situations where private interest could conflict with public duty.
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties.

Council expects tenderers, suppliers, consultants and contractors to:

- Respect the conditions set out in documents supplied by Council,
- Respect the obligation of Council staff to abide by Council's procurement and disposal policy.
- Abstain from collusive practices.
- Prevent unauthorised release of privileged information, including confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.

HOW IT WORKS

There is no absolute definition of "ethical behaviour". If there is any doubt about the ethics of a proposed action, a sensible test is whether or not you would be happy to see your behaviour published in the local newspaper.

Staff and Councillors of Gilgandra Shire Council or those in the employ of a tenderer, supplier, consultant or contractor who are concerned that a breach of the law or of ethical conduct may have taken place, should discuss the matter with Gilgandra Shire Council's Public Officer on (02) 6817 8800.

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager or the Public Officer on (02) 6817 8800.

I/we wish to submit an expression of interest for the Heritage Advisor position as follows:

	Fee (inc GST or No GST)
Fee proposal for an eight-hour visit to Gilgandra (include all expenses)	
Fee to cover any travel costs	
Hourly rate for any advice requested between visits to the area	
Please provide a brief statement outlining why you would be a good advisor for this area:	

I/we have attached:

- current curriculum vitae
- confirmation I/we have completed OEH Heritage Advisor training and refresher workshops
- written statements demonstrating how I/we meet the Heritage Advisor eligibility criteria - refer to the OEH publication, How to establish a heritage advisor service available at: www.environment.nsw.gov.au/resources/heritagebranch/heritage/infoHeritageAdvisorService.pdf

Name: (please print)			
Trading as:			
Address:			
ABN/ACN:			
Phone No:			
Email:			
Signed:		Date:	

REFEREES:

I/we provide details of experience working as a Heritage Advisor

No.	Client	Contact Details for possible referee check	Details relevant experience working for this referee
1			
2			

Please complete and submit this form to Gilgandra Shire Council via email to: council@gilgandra.nsw.gov.au