

LITHGOW CITY COUNCIL LOCAL HERITAGE ADVISORY COMMITTEE Terms of Reference

Committee name

Local Heritage Advisory Committee ("The Committee")

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolutions

Resolution to establish the Committee: Council Meeting 18 August 2014 Min 14-XXX

Resolution to adopt the Terms of Reference: Council Meeting 18 August 2014 Min: 14-XXX

Delegations:

The Committee has no delegations from Council.

Financial arrangements:

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

Councillor membership:

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor, by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

Term of the Committee

The Committee shall operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's responsibilities:

The principal responsibilities of the Committee are to:

1. To advise Council about heritage assistance, grant applications review and recommendations.

2. To advise and make recommendations to Council in relation to the nomination and deletion of heritage listed items from the local environmental plan and to identify items of State significance, which should be included in the NSW Heritage Office State Heritage register.
3. To liaise with local communities and businesses in organising Heritage week events.
4. To advise Council and work with the community to increase awareness of heritage matters through education programs.
5. Provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the local government area in relation to heritage, recommending conservation and management objectives, policies and strategies and providing advice on these matters where appropriate.
6. Provide Council with advice on consistent management and balanced treatment of heritage places forming the cultural heritage of the area.
7. To work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city.

Committee member responsibilities:

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions

Committee membership:

The Committee will be comprised of the following representation:

- 2 Councillors
- 1 member from the NSW National Trust (Lithgow Branch)
- 1 member from the Lithgow and District Family History Society
- 2 members of the community
- 1 member representing the local Indigenous community
- Council's Heritage Advisor
- Group Manager Environment and Development (or nominee)
- Development Manager (or nominee)
- Strategic Planner (or nominee)
- Cultural Development Officer (or nominee)

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately proceeding year without having given to the Committee acceptable reasons for the member's absence.

Appointment

All members of the Committee will be appointed by a resolution of the Council following an expression of interest process.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office holders

When nominating Councillors to the Committee on an annual basis the Council shall determine which of the Councillors shall be Chair and Deputy Chair.

Frequency of meetings:

Meetings shall be held in the following pattern:

- Twice per year in February/March and September/October.

The Chair may call extra ordinary meetings in accordance with Council's Code of Meeting Practice

Meeting protocol:

- An agenda will be prepared and distributed 5 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 10 days before each meeting.

Minutes and Reports to Council

The Chair may cause reports to be provided to Council on any activities or requests of the committee.

Council Contact officer

Council's XXXX shall be the Contact Officer to the Committee.

The Contact Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

Council responsibilities:

Council will provide secretarial support, including typing and distribution of minutes and agenda's provided by the Secretary.