



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 14-333(1).

Resolution to adopt the Terms of Reference: Council Meeting 18 August 2014 Min: 14-333(2) as amended on 23 March 2015 Min No 15-59.

Resolution to adopt the Terms of Reference: Minute 17-15 Ordinary Council Meeting 27 February 2017.

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 assist with the development of a Heritage Strategy for Lithgow City Council.
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 potential State significance, that may be suitable for listing on the NSW Heritage Office State Heritage register.
3. Develop guidelines for the consistent management and balanced treatment of heritage places forming the cultural heritage of the area.
4. To provide advice to peak committees and relevant sections of Council on heritage matters, including the development and implementation of heritage policy, plans, strategies and programs and provide heritage input into council policies, guidelines, plans of management, strategic plans, delivery plans and master plans where relevant
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. To work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city. Encourage Council to support and endorse programs and events that promote heritage in Lithgow.
7. Support and encourage the acquisition and management of archival oral and documentary evidence and environmental details for heritage items.

Committee member responsibilities:

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

Committee membership:

The Committee will be comprised of the following representation:

- 2 Councillors

- Group Manager Environment and Development (or nominee)
 - 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
 - 1 member representing, the building, development or property industries.
- All members of the Heritage Committee are to have a broad heritage knowledge and/or skills including in the areas of: the principles of heritage conservation; moveable heritage; oral history, architecture, adaptive reuse, education, planning, property economics, rural interests, industrial heritage, cultural landscapes, and heritage tourism.

Council officers (non-voting)

- Strategic Planner
- Cultural Development Officer
- Council's Heritage Advisor

Appointment

All members of the Committee will be appointed by a resolution of the Council.

Representatives to participate on the Lithgow Heritage Committee will be selected on a skills basis and will be given formal notification by Council in writing.

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.

Executive Officer

Council's Strategic Land Use Planner shall be the Executive Officer to the Committee.

The Executive 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
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

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

Office Holders

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

Frequency of Meetings

Meetings shall be held quarterly on a day and at a time to be determined by the Committee. Additional meetings may be called as required. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

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

NB: Meeting Frequency to be reviewed annually.

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
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.