

Terms of Reference – Heritage and Culture Advisory Committee

1. Name

The name of the Group shall be "Central Coast Council Heritage and Culture Advisory Committee" (the Committee).

2. Purpose and/or Objectives

The role of the Heritage and Culture Advisory Committee is to act in an advisory capacity to the Council with respect to providing support, advice and recommendations on heritage conservation, promotion, and heritage projects within the Local Government Area.

Heritage is a diverse field and may include built heritage, cultural landscapes, movable heritage, Aboriginal Cultural heritage and natural heritage. Through its actions and contributions, the Committee actively encourages increased community participation, awareness and appreciation of heritage across the Central Coast area.

3. Alignment with Community Strategic Plan

Central Coast Council has an adopted Community Strategic Plan and Delivery Plan that will shape all activities and projects over the next four years. Council's Advisory Committees are an important mechanism for consultation, advice and feedback to Council staff on implementation and review of the Community Strategic Plan and related Council plans and policies.

The Heritage and Culture Advisory Committee assists Council to achieve the following Community Strategic Plan of protecting our rich environmental, historic and cultural heritage and local character.

4. Responsibilities

The Committee is responsible for providing advice and feedback to Council and staff on:

- Matters relating to natural, historic and Aboriginal Cultural heritage.
- Informing and providing advice on Council's heritage policies including the preparation and implementation of Council's heritage strategy and development control plan.
- Provide advice to Council in relation to proposed and current heritage listings, including the identification and documentation of heritage items.
- Promote our unique heritage and help Council to increase the awareness of our heritage in the community.

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- Provide support for the Council in effective heritage management, such as alerting Council to heritage issues within the community, and supporting education, awareness and capacity building.
- Support Council in best-practice heritage conservation such as the restoration, management, and interpretation of Council’s heritage assets, including buildings, landscapes, monuments and cemeteries.
- Provide support and knowledge to Council on ways to promote and celebrate heritage within the community including contributing to cultural tourism and events such trails and walks.
- Collaborate with First Nation’s people on management and conservation of Aboriginal sites, places and cultural landscapes.
- Foster partnerships and collaborations with other heritage organisations and stakeholders.
- Undertake research and investigations on heritage matters as required.

5. Membership, Chairperson and voting and quorum

Membership

The Committee shall consist of:

- Eight (8) community members comprised of a mix of interests, qualifications and experience.
- No less than one Councillor appointed for the term of the Committee

Community members:

| | |
|---------------------------------|-------------------------------------|
| Paul Dignam (Voting member) | Kay Williams (Voting member) |
| Ross Howard (Voting member) | Gary Jackson (Voting member) |
| Peter Rea (Voting member) | Johanna Reygersberg (Voting member) |
| Bradley Twynham (Voting member) | Richard Waterhouse (Voting member) |

Additional Representation may be requested from (non-voting):

- Brisbane Water Historical Society INC
- Wyong District Museum and Historical Society
- Dharug and Lower Hawkesbury Historical Society
- Darkinjung Local Aboriginal Land Council
- A representative of the Aboriginal Advisory Group

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- Local Historian
- Heritage Architect/Planner
- Archaeologist

Membership of the initial Committee will be selected from those community members who nominated to be part of the new Heritage and Culture Advisory Committee and members of the previous Heritage and Culture Advisory Committee.

The selection will be based on set criteria which was outlined as part of the nomination process including relevant formal and informal qualifications, involvement in relevant community work or projects, experience with committees or similar and evidence of willingness to participate in the Committee. Participants will be selected to ensure a range of skills and experience, a complementary mix of interests, and an understanding of the local community's needs and aspirations. Nominations will be assessed by a selection panel comprised of Council staff and the details of the recommended nominees will be reported to Council for endorsement and appointment.

The staff holding the following Central Coast Council positions may attend Committee meetings:

- Director, Environment and Planning
- Unit Manager, Strategic Planning
- Section Manager, Strategic Planning Projects
- Section Manager, Local Planning and Policy
- Heritage Officer
- Senior Strategic Planner

Council officers will provide professional advice and administrative support. Employees of the Council are not subject to the direction of the Committee or any members of it. Staff attendance is at the discretion of the Chief Executive Officer or their delegate.

Non-staff members are appointed to the Committee for the remainder of the current Council term, although membership can be altered at any time by a resolution of Council.

Membership can be withdrawn by resolution of Council.

If a member misses three consecutive meetings without apology, their membership may be withdrawn, and their position deemed vacant.

Relationship to Aboriginal Advisory Committee

Matters relating to Aboriginal Heritage will generally be reported to the Aboriginal Advisory Committee for the purposes of information only and to give status updates on projects or related matters. In the event that a matter is considered potentially contentious then the Heritage and Culture Advisory Committee will engage with the Aboriginal Advisory Committee

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for comment and advice.

Casual Vacancy

A casual vacancy is caused by the resignation or death of a member or the withdrawal of membership. To fill a casual vacancy:

- The Committee staff contact will report the vacancy to the Committee and to the next available Council meeting.
- If the member was nominated as a representative of an organisation, it will be recommended that the organisation be invited to nominate a replacement member.
- If the member was nominated as an individual, the original expressions of interest will be reviewed to identify an appropriate replacement member.
- Where there are no appropriate alternate nominations, expressions of interest will be called for to replace the member.
- Where the vacancy occurs within nine months of the end of the term of the Committee the vacancy will not be filled.

Length of Appointment

The Committee members will serve for the term of Council. In order to align with the Council election cycle, the initial Committee will be appointed until September 2024.

Council reserves the right to review or dissolve the Group at any time by a resolution of Council.

Quorum

The quorum of the Committee for all Ordinary and Extraordinary meetings shall be 50% of non-Councillor representatives. However, the Chairperson shall use their discretion to determine if a meeting should be postponed due to insufficient members being able to attend.

There is no requirement for a specific quorum for virtual Committee meetings to proceed.

Chairperson

The Chairperson is a designated Council staff member or a Councillor.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the Agenda.

It is not necessary that the Chairperson be a member of the Committee.

Where the Mayor is appointed to be a delegate to a Committee, it is not necessary that the Mayor be the Chairperson.

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Coordinator

A Central Coast Council staff position shall be nominated as Coordinator by the Chief Executive Officer or their delegate. They will be responsible for coordinating the preparation of agendas, invitations and minutes.

The Unit Manager Strategic Planning (or their delegate) shall be the Coordinator of the Heritage and Culture Advisory Committee.

Voting

No formal voting rules apply.

As the Committee has an advisory role, its recommendations are to be made by consensus. Where consensus cannot be reached, a vote may be taken at the request of the Chair. The vote will be carried by a majority of voting members. The minutes will reflect this process.

Council is the decision-making body and the Committee provides recommendations for consideration.

The Committee may agree to allow participation in meetings through conference calls and other technology.

As no formal voting rules apply, there is no proxy voting.

6. Meetings

- Meetings are to be held quarterly or as required for a particular project or item of interest.
- The Chairperson has the authority to call additional meetings
- The Agenda and meeting papers will be distributed to members at least three days prior to the meeting
- Meetings will be recorded by the taking of minutes. The minutes are a record of agreed outcomes and do not record discussion.

7. Support Provided

Council will provide necessary resources to the committee. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.

Support Staff will include:

- Civic Support – providing meeting support such as preparing agendas, organizing calendar notifications and meeting venues, minute taking and distribution etc.
- Heritage Officers and Strategic Planning Staff – agenda content, technical support etc

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8. Communications and reporting

The agendas and minutes of the Committee will be stored as a permanent record of Council. All agendas and minutes will be published on Council's website.

Where the Committee recommends an action that is outside the delegation of staff to determine, a report will be provided to Council.

Staff will prepare the report that recommends that the Council note the minutes of the Committee. Reporting of Committee recommendations to Council will be reported as Committee Recommendations without change. Staff will also provide professional commentary on the Committee's recommendation where appropriate and provide a staff recommendation which may or may not align to that of the Committee. The Council may, at its discretion, resolve to adopt some or all the Committee's recommendations and advice.

Where the Committee has not recommended an action, the minutes will be reported to Council as an Information Report only.

9. Code of Conduct

All members of the Heritage and Culture Advisory Committee must in all circumstances abide by the following:

- a) Council's Code of Conduct Policy
- b) Heritage and Culture Advisory Committee Terms of Reference

Members of the Committee will be provided with Council's adopted Code of Conduct. Conduct and are expected to be consistent with the principles outlined in therein.

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.

Members of the Committee are not permitted to speak to the media or make representations on social media on behalf of the Committee or Council unless approved by Council.

10. Occupational Health and Safety

Under work health and safety legislation, volunteers (including Committee members) are considered workers and must comply with health and safety legislation as amended from time to time as well as Council's policies and procedures. Committee members must take reasonable care that their acts or omissions do not adversely affect the health or safety of themselves and of other persons.

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11. Financial Arrangements

The operational costs of convening the Committee will be met by Council's budget. No fees or out of pocket expenses will be paid to members

Version history

| <i>Date</i> | <i>Details</i> |
|---|---|
| <i>5 June 2023</i> | <i>Draft Terms of Reference for Heritage and Culture Advisory Committee for consideration</i> |
| <i>27 June 2023 (this Version)</i> | <i>Adopted Terms of Reference for Heritage and Culture Advisory Committee and updated with Community member details, as per Minute number 77/23.</i> |