



Hornsby Heritage Advisory Committee

CHARTER

This Charter is to be read in conjunction with Council's Advisory Committees Core Terms of Reference.

1. Primary Purpose

To assist Council in the conservation and promotion of the heritage of Hornsby Shire in accordance with Council's heritage conservation objectives.

2. Roles and Responsibilities

- 2.1 To provide technical heritage advice and recommendations in accordance with Council's Development Control Plan to support the Manager of Strategic Land Use Planning commenting on proposals affecting heritage items and heritage conservation areas as determined by the Manager of Strategic Land Use Planning.
- 2.2 To provide advice and assistance to educate the community on the importance of heritage conservation.
- 2.3 To assess and/or make nominations for the inclusion or removal of items from the heritage list.
- 2.4 To make recommendations and/or support submissions to funding agencies for grants to help conserve heritage items.
- 2.5 To provide advice and assistance with heritage programs, exhibitions, education and events.
- 2.6 To acknowledge work undertaken on places of cultural heritage significance and efforts for the education and promotion of heritage within Hornsby Shire.
- 2.7 To provide advice and assistance on strategic planning issues and projects in regard to heritage matters, to the Manager of Strategic Land Use Planning.
- 2.8 Council may take advantage of the knowledge and experience of Committee members to help it resolve or clarify heritage related issues.

- 2.9 The Committee will have the authority to discuss matters and make recommendations for consideration by Council, but not to make decisions on Council's behalf.

3. Membership

- 3.1 The Committee shall consist of a minimum of nine members namely:
- Four (4) nominated Councillors;
All other Councillors can be ex officio members of the Committee but will not be entitled to vote other than in the absence of the Councillors who are members of the Committee.
 - A minimum of three (3) and maximum of four (4) technical specialists from the architectural/planning or other related professions with expertise in heritage;
 - Two (2) community representatives with a minimum of one representative from Hornsby Shire Historical Society.
- 3.2 In the event that Council has not appointed alternates, each representative is entitled to nominate another delegate to act on behalf of a representative above who is unable to attend any meeting.
- 3.3 The Chairperson shall be selected from the nominated Councillors by Council resolution.
- 3.4 The Chairperson shall preside at each meeting of the Committee and shall be responsible for liaison with Council.
- 3.5 In the absence of the Chairperson and Deputy Chairperson, the Committee shall appoint an acting Chairperson for that meeting only, after fifteen (15) minutes of the stated starting time of such meeting.
- 3.6 Three (3) Council officers may provide support to the Committee as required and may include:
- a representative from Council's Strategic Land Use Planning Branch (Heritage Planner);
 - a representative from Council's Assessment Teams; and/or
 - a representative from the Hornsby Shire Library.

Support staff may participate in discussion but shall not be entitled to vote.

4. Frequency of Meetings

- 4.1 The Heritage Advisory Committee is not a committee within the meaning of the Local Government Act 1993. The operating arrangements are contained within the Committee's Procedures Manual.

- 4.2 The conduct, frequency and format of meetings are at the discretion of the Manager of Strategic Land Use Planning.
- 4.3 Meeting formats shall include ordinary (face-to-face) meetings, electronic meetings, workshops and extraordinary meetings as required.
- 4.4 Ordinary meetings of the Committee shall be held 4 times per year on a quarterly basis.
- 4.5 Advice may be sought via a virtual meeting in accordance with the Procedures Manual.
- 4.6 Extraordinary meetings of the Committee, site visits or workshops shall be held for a specific purposes required at the request of a Committee Member and with the approval by the Chairperson and Manager of Strategic Land Use Planning.
- 4.7 Each Committee member is entitled to vote on resolutions.
- 4.8 All ordinary meetings and extraordinary meetings require the preparation of an agenda and minutes.

5. Administration of Meetings

- 5.1 Preparation of agendas and/or minutes shall only be prepared for all Ordinary and Extraordinary (face-to-face) meetings.
- 5.2 Preparation and distribution of the agenda and minutes for each meeting shall be the responsibility of the representative of the Strategic Land Use Planning Branch in accordance with the Procedures Manual.
- 5.3 Copies of minutes from meetings shall be retained on Council file.
- 5.4 The public may access the minutes from meetings in accordance with the Government Information (Public Access) (GIPA) Act 2009.

6. Dissolution

Dissolution of the Committee shall be at the discretion of Council by resolution.

7. Procedures Manual

Amendments of the Procedures Manual may be approved by the Manager of Strategic Land Use Planning as required to address any anomalies or minor amendments of the Committee's functions and responsibilities and to reflect endorsed changes to the Charter.