

Terms of Reference: S355 Heritage Executive Committee

PREAMBLE

Council's Heritage Executive Committee was established in 2003 to assist the Council to actively promote heritage conservation. Since its inception the committee has undertaken many promotional activities, including the development of heritage trails and annual themed events encouraging public participation. The committee has also assisted with the development of heritage studies and the implementation of the local heritage fund.

The Committee is also a recommended action within Council's adopted Heritage Strategy 2015.

1. THE VISION

To provide Council with community driven strategies for the promotion and protection of heritage resources within the local government area.

2. SCOPE/ROLE

- endorse the heritage strategy;
- assist Council to actively promote heritage conservation;
- assist with any study or survey to legally protect heritage items;
- advise Council and the community on planning, management and promotion of the City's heritage resources;
- oversee the implementation of the heritage fund; and
- encourage best practice heritage conservation;

3. DELEGATIONS

To provide strategic advice regarding heritage conservation and in particular to:

- assist with the identification of heritage items in the Coffs Harbour local government area;
- advise Council and the community on planning, management & promotion of the City's heritage resources;
- actively promote heritage conservation; and
- advise on the merit of individual Local Heritage Fund applications.

4. COMPOSITION OF THE COMMITTEE

The committee comprises members with representation from:

- One (1) Council staff;
- One (1) Family History Society representative;
- One (1) Historical Society and Museum representative; and
- One (1) Coffs Harbour Local Aboriginal Land Council representative.

Council's appointed staff member may be altered by GM delegation from time to time.

More than the above number of staff from agencies and organisations may attend as guests.

5. MEETINGS OF THE COMMITTEE

The committee meet one day per month at a time to be determined by the Committee.

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

6. OFFICE BEARERS

No formal chair person.

CHCC are to provide secretariat for the meeting (Local Planning staff member).

7. TERM OF OFFICE

The committee's existence is endorsed under the Heritage Strategy. The Heritage Strategy is reviewed every three years, with the next review to be undertaken in 2017.

8. SUB-COMMITTEE(S)

The establishment of any sub-committees or working groups will be delegated by the Committee to provide advice and/or direction, based on their investigations, on the specific matters they are tasked with, only within the limitations of the terms of reference for the Committee.

9. EXPENDITURE

Unless expressly resolved by Council the Committee (including any sub committees) has no powers to commit, nor expend any Council funds.

10. RECORD KEEPING

Record keeping is the responsibility of the secretariat.

Agendas are to be circulated 3 days prior to the meeting. Minutes are to be circulated within 7 days.

11. ANNUAL REPORT

An annual report will be prepared and submitted to Coffs Harbour City Council and other relevant stakeholders.

12. RULES, REGULATIONS AND PROCEDURES

Refer Coffs Harbour City Council guidebook for S355 Community Committees.