

Terms of Reference: Heritage Advisory Committee

1. Purpose and/or Objectives

The purpose of the Heritage Advisory Committee is to provide Council with community driven strategies for the promotion and protection of heritage resources within the local government area.

The Heritage Advisory Committee's objectives are to:

- a) Provide input into the development of the Coffs Harbour Heritage Strategy
- b) Assist Council to actively promote heritage conservation
- c) Assist with any study or survey to legally protect heritage items
- d) Educate and inform Council and the community through the promotion of the City's heritage resources
- e) Oversee the implementation of the heritage fund
- f) Encourage best practice heritage conservation

2. Scope

The scope of the Heritage Advisory Committee covers heritage related issues within the context of the Council's Heritage Strategy relating to the Coffs Harbour Local Government Area.

3. Meeting Arrangements

The Heritage Advisory Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

Generally, the Heritage Advisory Committee meets on the last Thursday of every month at 3pm (excluding December).

4. Committee Composition

The Heritage Advisory Committee membership consists of the following:

- One Councillor
- One Family History Society representative
- One Historical Society representative
- One Museum representative
- One Coffs Harbour and District Local Aboriginal Land Council representative
- One Maritime representative
- One Cultural / Arts Community representative

A Council support staff member will be provided to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

The Heritage Advisory Committee will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

The term of office for the Chairperson and Deputy Chairperson shall be twelve months (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Heritage Advisory Committee.

The role of the Chairperson is detailed in the Council Committee Handbook.

5. Length of Appointment

The committee members will serve a term of four years. Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

6. Delegations and Expenditure

The Heritage Advisory Committee is delegated to:

- Review the merit of and advise on the allocation of individual Local Heritage Fund applications
- Assist and advise Council with the identification of heritage items in the Coffs Harbour local government area

7. Policy and Procedural requirements

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

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) Heritage Advisory Committee Terms of Reference

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