



City Of Ryde

HERITAGE ADVISORY COMMITTEE

TERMS OF REFERENCE

Copyright © 2007 City of Ryde

All Rights Reserved

No part of the contents of this document may be reproduced or distributed in any form or by any means without the prior written permission of City of Ryde

DOCUMENT APPROVAL

This Document has been approved by Council at its meeting held on 11 December 2007, vide Minute No. 260.

DOCUMENT VERSION CONTROL

Document Name:	Terms of Reference – Heritage Advisory Committee
Document Title:	Terms of Reference – Heritage Advisory Committee
Document ID:	D 2007/0041875
Document Status:	Final
Version Number:	Version 1.1
Date:	11 December 2007
Author:	City of Ryde
Authorised By:	Council
Distribution:	Council

CHANGE HISTORY

Version	Issue Date	Author	Reason for Change

CONTENTS

1.	ROLE.....	3
2.	RESPONSIBILITIES	3
3.	MEMBERSHIP, CHAIRPERSON AND VOTING	3
4.	MEETINGS.....	6
5.	COMMUNICATIONS AND REPORTING	7
6.	CODE OF CONDUCT AND OTHER COUNCIL POLICIES	7

1. ROLE

The primary role of the Heritage Advisory Committee is to:

- provide advice to Council about the preservation and enhancement of items and places within the City of Ryde that are of natural, indigenous, cultural, social, aesthetic or historic significance.

2. RESPONSIBILITIES

The Heritage Advisory Committee is responsible for providing advice on:

- promoting heritage conservation and awareness in the City of Ryde;
- educating and informing the community about the importance of heritage conservation;
- promoting the protection and conservation of Heritage Items, properties located in a Heritage Conservation Area and buildings, structures, places, sites and elements that are of heritage significance;
- relevant heritage conservation practices;
- heritage issues;
- promoting heritage issues that are important to the community;
- projects that actively promote and protect the heritage of the City of Ryde; and
- potential heritage items.

3. MEMBERSHIP, CHAIRPERSON AND VOTING

Membership of the Heritage Advisory Committee comprises:

- Mayor
 - Currently Councillor Ivan Petch.
- No less than two (2) Councillors
 - Currently Councillors Terry Perram, Terry Ryan, Nicole Campbell and Vic Tagg.
- One (1) alternate Councillor delegate
 - Currently not filled.

- Community groups represented by one (1) person.
 - Currently the groups are:
 - Putney and District Progress Associations
 - Meadowbank West Ryde Progress Association
 - Eastwood Community Association
 - Brush Farm Historical Society
 - Ryde District Historical Society
 - Friends of The Hermitage
 - Ryde Hunters Hill Flora and Fauna Preservation Society
 - Denistone Heritage and Environment Preservation Group
 - National Trust of Australia (NSW)
- Up to three (3) Individual community representatives.
 - Currently Gregory Blaxell, Peter Mitchell, and Eleanor Chaine.

Community representation and representatives of community groups shall be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. In addition, the community groups who are members of the Committee shall be requested in writing to nominate a representative.

Nominations are to be in writing and are to be circulated in full to the Councillors for evaluation.

Nominations of representatives of community groups are to be on the group's letterhead and signed by the Director and Secretary, or equivalent, of the group. One person will represent each organisation, however the nomination is to also identify an alternative person to represent the group in the absence of the nominated member.

Community representatives may not nominate an alternative representative.

The Committee will not be involved in the evaluation or selection process of any local resident representatives.

The following City of Ryde staff ordinarily attend the Committee meetings but are not members of the Committee:

- Group Manager Environment and Planning (or representative)
- Heritage Officer
- Local Studies Librarian

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any members thereof.

Term of Membership to the Committee

Members appointed to the Committee shall be appointed for the 4-year (or remainder thereof) term of the current Council although membership can be altered at any time by resolution of Council. Each September, the current membership of the Committee will be submitted to Council for confirmation.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

The Chairperson of the Committee is:

- The Mayor. If the Mayor does not wish to be the Chair then the Chair shall be a Councillor, as elected by Council.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda. All remarks by members of the Committee and others present shall be made through the Chairperson. In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting.

A staff member appointed as Chairperson of the Committee, does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee. It is not necessary that the Chairperson be a member of the Committee.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in these Terms of Reference.

Committee Facilitator

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council.

Proxy

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

As the Committee is advisory only no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

4. MEETINGS

Meeting Schedule and Procedures

Meetings are generally to be held on the 3rd Wednesday of February, April, June, August, October, and December. The meeting time is 6.00pm - 8.00pm. The Chairperson has the authority to call additional meetings.

The Agenda & meeting papers shall be circulated to members at least three (3) days prior to meeting.

Each meeting shall be properly recorded by the taking of minutes.

Public Participation

All meetings of the Committee are public meetings. Members of the public and media can attend meetings as observers, however, they cannot speak at a meeting unless prior arrangements are made through the Committee Facilitator.

Presentations shall be limited to a maximum of five (5) minutes.

General Business

The Committee facilitator, through the Chairperson, may bring an item relating to a development proposal or application to the Committee for information.

Members may raise matters that they believe are within the Terms of Reference with the Committee for discussion, comment and consideration. Members may advise the facilitator prior to the meeting of matters they wish to raise in General Business.

5. COMMUNICATIONS & REPORTING

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to members as soon as practicable. As the minutes will be simultaneously reported to Councillors through the business papers or via the Councillors Information Bulletin, any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to bring this to the attention of Council.

All agendas and minutes shall be published on Council's website.

Minutes of the meeting shall be submitted to Council by way of report to a formal Council meeting.

If a staff member does not have the delegation to proceed with an action arising from the Committee, a report shall be prepared for Council seeking approval to proceed with an action.

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct – Standards for Volunteers and Community Representations on Council Committees and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.