

### 1 INTRODUCTION

The Wollongong Heritage Reference Group has been established to provide advice to Council on policies and strategies which relate to the management, conservation and promotion of Wollongong's heritage. The focus of the Reference Group is to advise Council on the preparation and delivery of the Wollongong Heritage Strategy and Implementation Action Plan. The Reference Group comprises community members who can positively contribute to furthering these aims.

### 2 AUTHORITY

The Reference Group will provide advice and feedback to Council in developing, implementing and monitoring policies and strategies which relate to the management, conservation and promotion of Wollongong's heritage.

The Reference Group does not have decision making authority, the power to bind the Council, nor the power to incur expenditure.

### 3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Wollongong Heritage Reference Group are to:

- Review and monitor Council's heritage Management and Policy;
- Provide advice on the development, review and monitoring of the Wollongong Heritage Strategy and Action Plan;
- Advise on the cumulative effects of Council's decisions on cultural heritage;
- Provide advice to Council on strategic projects and Council policies related to, or that may impact on, Wollongong's heritage;
- Raise community awareness of heritage conservation;
- Provide advice to Council on the distribution of the local heritage grant fund; and
- Provide advice to Council on the review and update of the Heritage Schedule in Council's Local Environmental Plan(s), including recommendations relating to the nomination and deletion of items.

### 4 PRIORITIES

The immediate priority of the Wollongong Heritage Reference Group is to advise on the preparation and implementation of the Wollongong Heritage Strategy and Implementation Plan.

Other priorities will be determined by the Implementation Plan.

### 5 COMPOSITION OF THE REFERENCE GROUP

The Wollongong Heritage Reference Group is to be made up of:

- At least one Councillor holding the position of Chairperson. A second Councillor member may also form part of the membership; and
- Eight independent members with a wide range of knowledge and expertise in natural and cultural heritage, planning as well as representing specific heritage interest groups or local communities

The Chairperson will be appointed by Council from the Councillor Representation.

Vacancies that occur on the Reference Group will be filled by public advertisement and selection by the Manager City Strategy.

Council's Heritage Coordinator, Heritage Officer, Land Use Planning Manager and Manager City Strategy will attend Reference Group meetings as ex-officio members and will provide professional advice to the Reference Group.

Representatives of Council's Local Studies Library and Cultural Services Sections as well as representatives from Destination Wollongong may also attend meetings as ex-officio members.

Other Council staff and consultants, Government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Reference Group's business.

Reference Group meetings are not open to the public to attend as observers.

## 6 TERM OF APPOINTMENT

The term of appointment is for this term of Council.

## 7 OBLIGATIONS OF MEMBERS

Members of the Reference Group, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the Reference Group and commit to attending quarterly meetings;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Reference Group;
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Comply with the Reference Group's Charter; and
- Comply with Council's Code of Conduct.

## 8 MEETINGS

Regular meetings will be held quarterly, except where no business has been identified by staff. Additional meetings may be required from time to time to attend to urgent business.

On site meeting may also be organised, where it is considered necessary or beneficial for the consideration of a particular agenda item for the Membership to visit a site.

A quorum will consist of half of the Reference Group members plus the Chairperson.

If the Chairperson is absent from a meeting, an ex-officio member will act as Chairperson.

The Reference Group has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Reference Group may be presented with supporting and dissenting views of Reference Group members.

Meeting agendas will be distributed at least five business days prior to the meeting.

## 9 REPORTING

The minutes of meetings will be distributed to all members, provided to Councillors and Council's Executive Management for information and published on Council's website (under Reference Groups).

Advice and recommendations of the Reference Group relating to specific Council projects, will be reported to Council as part of the project reporting process.

Any matters arising that require a separate decision of Council may be reported to Council at the discretion of the Manager City Strategy.

## 10 EVALUATION AND REVIEW

A review of the Reference Group will be undertaken every two (2) years to ensure the purpose, membership and operation of the Reference Group is effective and to make appropriate changes.