

### 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 assist Council work towards the preparation and delivery of the Wollongong Heritage Strategy and Action Plan. The Reference Group comprises people who can positively contribute to furthering these aims.

### 2 AUTHORITY

The Reference Group will provide advice, feedback and support 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 Policy;
- Develop, review and monitor the Wollongong Heritage Strategy and Action Plan;
- Consider the cumulative effects of Council's decisions on Aboriginal and non-Aboriginal 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 Action Plan, which will replace the current Action Plan for 2015-17.

Other priorities will be determined by the Reference Group from time to time.

### 5 COMPOSITION OF THE REFERENCE GROUP

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

- Two Councillors (with one of these in the position of Chairperson); and
- Eight independent members with a wide knowledge and expertise in natural and cultural heritage.

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

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

Council's Heritage Officers, 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 may also attend and ex-officio members.

# CHARTER

## WOLLONGONG HERITAGE REFERENCE GROUP



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 be 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;
- 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 bi-monthly, except where no business has been identified.

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

Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson from the members present to preside over such meeting.

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 one week 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 decisions 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 12 months to ensure the purpose, membership and operation of the Reference Group is effective and to make appropriate changes.