



Queanbeyan-Palerang Heritage Advisory Committee

Terms of Reference

1. Role

The role of the Queanbeyan-Palerang Heritage Advisory Committee is to:

- Promote and celebrate heritage.
- Provide a community-based committee to give advice and to make recommendations on heritage matters of a strategic nature within the Queanbeyan-Palerang local government area. In particular this will include matters arising from reviews of local environmental plans, development control plans and other plans of a strategic nature.
- Provide a community-based committee to give advice and to make recommendations on the impacts on heritage matters arising from development applications referred to the committee. These include:
 - Those referred to the committee by staff.
 - Those requested to be considered by the Heritage Advisor.
 - Those involving external work for buildings in Wallace Street, Braidwood where the proposed work will be visible from a public street or place.
 - Those involving external work on public buildings or buildings used for religious and civic purposes which are within a heritage conservation area, the State listed area of Braidwood, or are listed as local heritage significant in a local environmental plan and where the proposed work will be visible from a public street or place.
 - Those involving individually listed State Heritage items.
- Monitor the implementation of Council's heritage policy.
- Raise community awareness of heritage issues particularly in relation to grants.
- Review funding submissions for Council's heritage funds as requested.
- Undertake/assist with research on specific issues when requested.

2. Membership

2.1 The following members have voting rights:

- The Councillor who is the Chairperson.
- Maximum of 8 community representatives and minimum of 5 community representatives, with at least one being a resident of Braidwood, at least one being a resident of Bungendore and at least one being a resident of Queanbeyan with the other members being residents of the Queanbeyan-Palerang local government area.

2.2 The following members do not have voting rights:

- Council's Heritage Advisor.

- The Director Development and Environment or their nominee, other staff in attendance.

3. Chairperson

The delegated Councillor will be the Chair of the Committee.

4. Meetings

Meetings will be held every 6 weeks on a Thursday afternoon at 4.30pm. Meetings will be held in venues where there is IT capability for virtual attendance. Venues will rotate between the Council Building at Braidwood, the Council Building at Bungendore and the Council Building at Queanbeyan or elsewhere as decided by the Committee. Hybrid meetings will be offered to enable virtual attendance by staff and Committee members. Extraordinary meetings may be held as required, particularly in support of the Local Heritage Grants and Awards.

The minutes of the Heritage Advisory Committee will be reported to Council for endorsement at the first available meeting after a meeting of the Committee and subsequently become publicly available.

5. Quorum

A quorum required is half + 1.