



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 comment and recommend on heritage matters of a strategic nature within the Queanbeyan-Palerang local government area. This will include structure plans, local environmental plans, development control plans and other plans of a strategic nature.
- Provide a community-based committee to comment and recommend on development applications referred to the committee by officers, in line with the referral pathway.
- Raise community awareness of heritage issues particularly in relation to grants.
- Provide comment on Local Heritage Grants and Awards

2. Membership of the Committee:

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.

The following members do not have voting rights:

- Council's Heritage Advisor
- The Director Development and Environment or their nominee, other staff in attendance.

The delegated Councillor will be the Chair of the Committee. When the Chair of the Committee has a conflict of interest, the meeting shall be Chaired by a nominated community representative.

3. Meetings and Minutes

The Heritage Advisory Committee does not take decisions in relation to planning matters. The Committee has no delegations from the Council.

The Committee Members shall declare conflicts of interest prior to the business of the meeting and leave the room while those items are discussed.

The Heritage Advisory Committee does not direct officer resources or those of the Heritage Advisor.

The Director of Development & Environment will consider requests for site visits and where appropriate make such arrangements. In the main sites will be able to be viewed from the public road or footpath removing the necessity for organised site visits.

The Heritage Advisory Committee are not to use sensitive information for any reason other than the business of the Committee.

The agenda and documents will be distributed electronically with one hard copy being available for the scheduled meeting.

Meetings will be held every 6 weeks on a Thursday afternoon at 4.30pm.

The agenda will be distributed the Thursday prior to the scheduled meeting.

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 only at the first available meeting after a meeting of the Committee and subsequently become publicly available. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

4. Secretarial Support

A member of the Land-Use Planning team will provide secretarial support to the Committee.

5. Quorum

A quorum required is half + one.

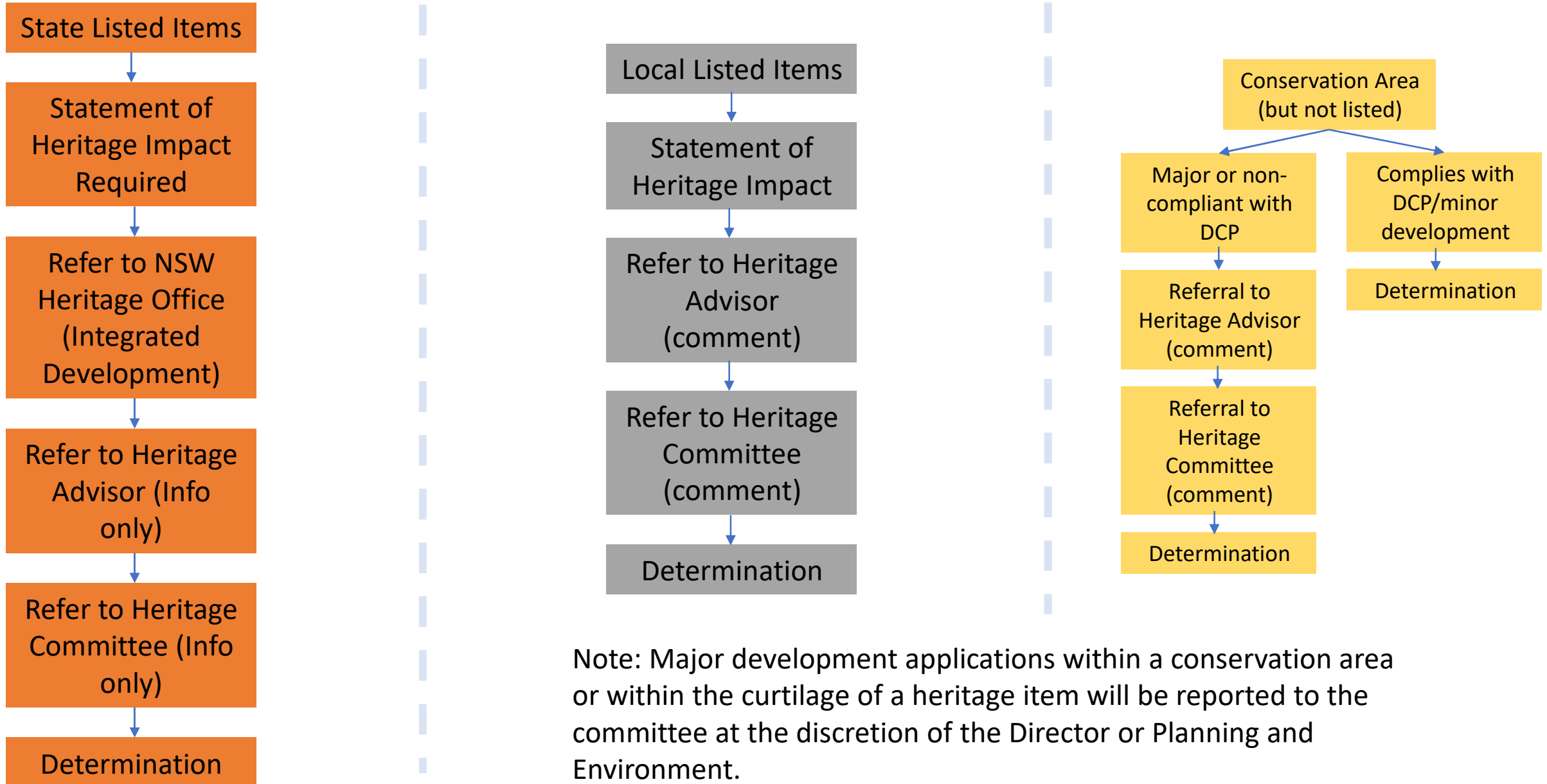
6. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

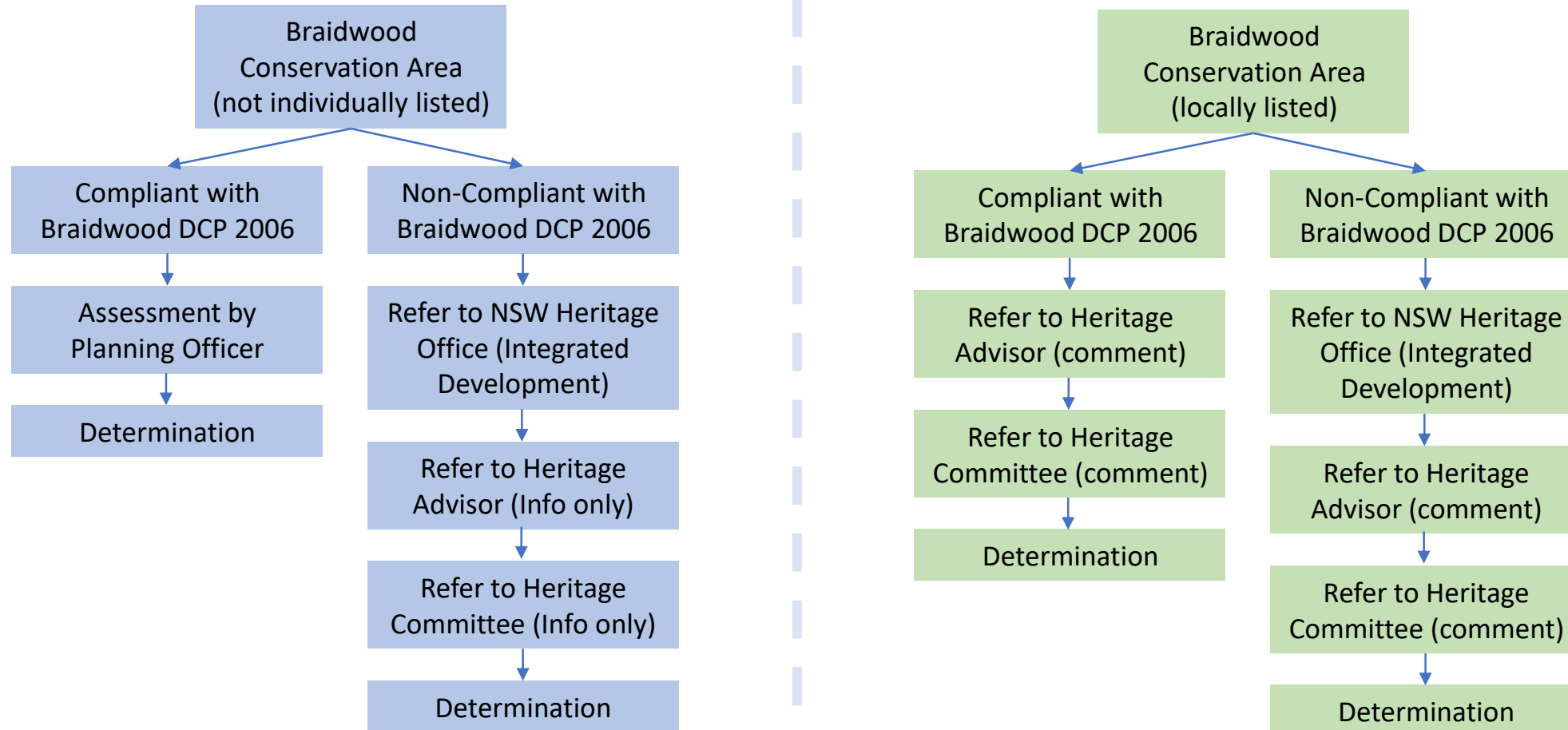
The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

Heritage assessment and referrals flowchart



Note: Major development applications within a conservation area or within the curtilage of a heritage item will be reported to the committee at the discretion of the Director or Planning and Environment.

Heritage assessment and referrals flowchart



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