



CUMBERLAND  
CITY COUNCIL

# Terms of Reference

## Heritage Advisory Committee

### AUTHORISATION & VERSION CONTROL

<b>Terms of Reference (TOR) No</b>	TOR-010
<b>TOR Owner</b>	Director Environment and Planning
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## **1. Purpose**

The Cumberland Heritage Committee is an advisory body to Cumberland City Council.

The purpose of the Cumberland Heritage Committee is to advise Council on matters related to the conservation, management and promotion of heritage within the Cumberland Local Government Area (LGA). These may be individual heritage items, conservation areas, archaeological sites or Aboriginal objects and Aboriginal places of heritage significance.

The role of the Cumberland Heritage Committee is to:

- Assist in the development of educational and promotional strategies and programs for heritage in the Cumberland Local Government Area (eg exhibitions, events, walks, brochures, plaques).
- Encourage restoration and maintenance of heritage properties and acknowledge effort made by owners and community organisations in this regard (for example, judging nominations and entries received for the Cumberland Local Heritage Awards);
- Consider applications for the allocation of funding under the Local Heritage Rebate Program and make recommendations to Council in this regard.
- Assist in identifying environmental heritage for nomination to or deletion from the Environmental Heritage Schedule within the Cumberland Local Environmental Plan.
- Make recommendations on the collection and recording of local heritage material or artefacts.
- Research heritage values of listed or potential sites.
- Identify challenges to heritage conservation and management, and recommend strategies for overcoming these.
- Be advised of Development Applications received by Council during the exhibition period, where it is considered that the DA has a significant impact upon a heritage item.

## **2. Membership**

Membership of the Cumberland Heritage Committee will consist of:

- Up to ten (10) community members or representatives from the local community. Ideally, the community members will be from across the geographical area of Council.
- An Indigenous community representative is to occupy one of the community representative positions
- Two (2) Councillors.

Councillor appointments are resolved by Council (Ordinary Meeting of Council) at the first or second ordinary Council meeting of each Council term. Membership can be altered at any time by Council resolution.

All community representative nominations for appointment to the Committee are to be formally submitted in writing to Council, through an Expressions of Interest Process (EOI). Nominees must complete an Expression of Interest and formally declare in writing to Council any potential conflicts of interest (such as being a member of other committees or other community affiliations) directly relating to the purpose of the Committee.

All nominations will be assessed by an internal panel of Council staff, with recommendations made to Council via a report.

Committee membership will be formalised by resolution of Council. Community membership of the Committee shall be for the period of the Council term. At the commencement of each Council term, Council will review its Committee structure and subsequently resolve the continuation or discontinuation of any particular committee. Following this, an EOI process for membership will be undertaken.

Council staff will provide administrative support to the Heritage Committee.

### **3. Selection Criteria**

To be eligible as a community representative, members must live, work, study or have connections to the Cumberland Local Government Area (LGA) and meet at least one of the following criteria:

- Have an appreciation and understanding of heritage in Cumberland LGA.
- Have background, experience or demonstrated interest in heritage protection, management, policy or promotion.
- Be a local resident of Cumberland LGA or have a connection (for example a business) with the Cumberland area.

### **4. Meeting Attendance**

Committee Members are expected to attend all committee meetings where possible. If a member is unable to attend, an apology is to be provided to the meeting convenor prior to the meeting. A member who fails to attend three (3) consecutive meetings without submitting a satisfactory explanation will forfeit their place on the Committee.

Where a Councillor cannot attend a meeting of the Committee, another Councillor delegated by the Councillor may act as a Member of the Committee for that meeting. All other Councillors are able to attend Committee meetings.

### **5. Times and Places for Meetings**

The Committee will meet quarterly at dates and times as determined. An extraordinary meeting may be called where circumstances warrant.

Meetings will normally be held at either the Auburn Service Centre at 1 Susan Street Auburn or the Merrylands Administration Building at 16 Memorial Avenue, Merrylands, or at another accessible venue. Subject to the Chairperson's discretion and technical capabilities, meetings may be held via Audio/Visual link or a combination of in person and Audio/Visual link.

### **6. Notification of Vacancies**

The Committee is to notify the Council promptly of any vacancy occurring in its membership that affects the capacity of the Committee to function. Any Committee vacancies will be filled in accordance with the process outlined in point 2.

### **7. Chairperson**

The Chairperson will be nominated by the Committee. In his/her absence the Committee may elect another Chairperson. The Chairperson must be a Community Representative.

### **8. Quorum**

The quorum for a meeting of the Committee will be one (1) appointed Councillor, or in the absence of an appointed Councillor, one (1) Councillor attending on behalf of an appointed Councillor, and 50% of Council appointed community representatives. If a quorum is not present within fifteen minutes after the appointed started time, the meeting will be adjourned to a time fixed by the Chairperson.

Where there is no quorum, the members present can hold an informal meeting to discuss matters. However, any recommendations made by the Committee are not recognised until a meeting, where a quorum is present, has considered and ratified them.

In the event that three (3) consecutive committee meetings do not proceed due to a lack of quorum, a report will be included in the agenda for the next Ordinary Council meeting seeking Council's determination as to the continuation of the Committee.

## **9. Conflict of Interest & Pecuniary Interest**

Committee members must tell the Committee convenor of any conflicts of interest or pecuniary interest at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue.

## **10. Administration of the Committee**

The Committee will be convened by a Council officer from Council's Environment and Planning Directorate. Other Council staff and a heritage consultant advisor will attend meetings and provide advice to the Committee as required.

Council staff will provide the following administrative support to the Heritage Committee, as required:

- All correspondence to members of the Committee.
- Notification of times of meetings, meeting agenda and meeting venue.
- Preparation and distribution of minutes.
- Background reports and other information as required.
- Reports to Council.

Council staff and the Council heritage advisor will not be Members of the Committee and as such will not have voting entitlements.

## **11. Meeting Notifications, Agenda and Minutes**

Council will notify members of the time and place of each meeting at least one week in advance, together with a copy of the agenda and any reports. Minutes will be sent out after each meeting.

A report on the Committee's minutes and any other relevant information considered at the prior meeting will be reported every three (3) months to an Ordinary Meeting of Council.

## **12. Expenses of Committee Members**

Council will not generally authorise payment or provide remuneration to Committee members.

## **13. Insurance**

Committee members are covered by Council's public liability and professional indemnity insurance.

## **14. Media Contact**

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Strategic Communications Team.

## **15. Induction**

Advisory Committees operate under Council's corporate governance framework, including the Code of Conduct. New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

## **16. Standard Operating Procedures**

All other procedures are to be in accordance with Council's Standard Operating Procedures and Code of Meeting Practice.

## **17. Review of Terms of Reference**

The Terms of Reference for the Committee will be adopted for the duration of the Council term.

Any proposed changes other than those of a minor/administrative nature to the Terms of Reference will be required to be reported to Council and adopted by way of resolution at a Council meeting.