

Terms of Reference Singleton Heritage Advisory Committee

1. Establishment

The Committee was established in 2006 to increase community participation, awareness and appreciation of heritage in the Singleton local government area.

2. Authority

The committee has the authority to consider all types of Heritage including – European Heritage, Natural Heritage, Culture Heritage and Aboriginal Heritage.

Heritage includes places, objects and stories that have been inherited from the past and want to protect for future generations. Our heritage includes thousands of years of Aboriginal culture and landscapes, and historic buildings, monuments, gardens, archaeological sites, bridges, industrial structures, streetscapes, conservation precincts and intangible heritage.

3. Functions and Responsibilities

This committee's functions are to:

- Identify, consider and provide recommendations to Council on heritage incentives for development of heritage sites;
- Make recommendations on the nomination to and deletion of items from the Local Environmental Plan (LEP) and to identify items of State significance, which are considered to be eligible for inclusion in the NSW Heritage Office State Heritage Register;
- Raise community awareness of heritage conservation;
- Consider and make recommendations to Council on funding for projects eligible for Local Heritage Assistance Funding, Mount Thorley Warkworth Heritage Grant Funding and other funding sources and to promote funding opportunities;
- Promote the natural, cultural, European and Aboriginal heritage of the Singleton Local Government Area and ensure it continues to develop a strong sense of place and identity; and
- Inform Council of natural, cultural, European and Aboriginal heritage-related matters which are of interest to the community.

4. Referral of Matters

All Committee minutes will be reported to Council for information and noting as well as for the adoption of any recommendations that are outside of the Committee's delegation (if any).

5. Membership and length of term

The Committee will consist of the following voting members:

- One (1) Councillor – for the term of the Council (nominally four (4) years) who shall be the Chair
- Eight (8) members of the local community with an interest in natural, cultural, European and/or Aboriginal heritage within the Singleton Local Government Area
- Singleton Council Heritage Officer

- Manager Development and Environmental Services
- At least one (1) representative of the Traditional Custodians

6. Chairperson

- Council shall appoint the Councillor representative as Chairperson at the meeting when Councillor representatives are determined.
- In the event of the Chairperson's absence from a meeting, then the first business of that meeting is for the Committee's voting members to elect a Chair from the floor.
- The Chairperson shall preside at all meetings and shall ensure that all decisions of the Committee are implemented.

7. Length of Term

All Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election. At the commencement of the Council term all positions will be declared vacant.

8. Vacancies

Council will undertake an Expression of Interest process for any vacancies declared during the term of the Committee.

9. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Council's Advisory Committee Policy.
- Meetings may be held in person or virtually at the discretion of the Chair.
- The Committee will meet at least quarterly.
- The Committee shall regulate the time and place of its meetings.
- All decisions and recommendations to Council shall be determined preferably by consensus or by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

10. Conflict of Interest

- Members shall observe the provisions of the Local Government Act 1993 and Council's Code of Conduct in relation to declarations of interest in business placed before the Committee.
- The agenda will have a standing item for conflicts of interest.
- All conflicts of interest are to be declared to the Chairperson either prior to or at the commencement of the meeting.
- All conflicts of interest and any action taken will be recorded in the minutes.

11. Quorum

A quorum will consist of a majority of current voting members. If a quorum is not achieved, the meeting will be held over until the following meeting date.

12. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
 - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Councillor and Staff Interaction Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

13. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Advisory Committee Policy.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

14. Observers and Visitors

- A Councillor who is not a member of a Committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item or to provide specialist advice. Council staff attending in this capacity cannot move or second a motion or vote at the meeting.

15. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Advisory Committee Policy.
- All meeting documents are to be recorded on the relevant Content Manager container.
- Council staff will arrange for all Committee Minutes will be reported to Council for adoption or for information.
- Council staff will make all necessary meeting arrangements.

16. Access to Information and Advice from the Committee

- Committee members may have reasonable access to Council resources and information for the purposes of carrying out responsibilities associated with their role on the Committee.
- The Committee may call for reports from the General Manager or their delegate on matters contained within the Committee functions.
- The Committee shall be bound to maintain the confidentiality of information submitted to it, where such information is noted as being confidential.
- Any legal matter or advice that is considered by the Committee is to be dealt with in a manner that ensures the protection of legal privilege.

17. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the General Manager or relevant Director and any other relevant stakeholders, as determined by the Chair.

18. Document History

| Date | Version | Responsible Officer | Changes |
|------------|---------|---------------------|--|
| 31/01/2020 | 1 | M Crawford | |
| 25/2/2025 | 2 | M Crawford | Update to reflect template Terms of Reference for Council Committees |
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