



## **Heritage Advisory Committee**

# **CHARTER**

**July 2020**

## **APPOINTMENT**

Gympie Regional Council (the “Council”), pursuant to Section 264 – 270 of the Local Government Regulation 2012 has resolved to appoint an advisory committee to be known as the Heritage Advisory Committee (the “Committee”).

## **FUNCTION**

The function of the Committee is to advise Council on matters relating to the conservation of cultural heritage for the benefit of the present community and future generations. This includes components of the built, human adapted and natural environment which have cultural heritage significance. This can be identified as, but is not limited to; objects and evidence of material culture, buildings, structures, streetscapes and landscapes.

## **OBJECTIVES**

The objectives of the Committee are to:

1. Encourage public interest and understanding of issues relevant to the conservation and promotion of cultural heritage within the Gympie Region;
2. Provide recommendations to Council to guide its decision making about development applications that involve heritage issues;
3. Encourage conservation focused management of places and objects of cultural heritage significance;
4. Encourage Council and others to keep appropriate records of places and objects of cultural heritage significance;
5. Advise Council on the content of Council’s Local Heritage Register;
6. Assist in the development of projects relevant to heritage within the Gympie Region;
7. Disseminate information about funding programs that may assist in conserving and protecting the Region’s cultural heritage; and
8. Advise Council on cultural heritage issues raised by the community, the State or Federal Government.

## **AUTHORITY**

The Committee has the authority to report and make recommendations to Council regarding:

1. Development applications requiring assessment against the heritage provisions in Council’s Planning Scheme;
2. The Council’s Local Heritage Register and State Heritage Listings;
3. Other projects and events that raise the profile of cultural heritage issues; and
4. General correspondence dealing with cultural heritage issues.

## **MEMBERSHIP DETAILS**

The Committee shall consist of no fewer than six (6) members.

The Chair and Proxy Chair must be a Councillor unless otherwise agreed to by Council under Section 267 of the Local Government Regulation 2012. The Chair shall be elected by Council after recommendation by The Committee at the start of a new term of Council, noting the relationship of Councillor portfolio allocation.

A quorum shall consist of a majority of its members, and if the number of members is an even number, one half of the number is a quorum under Section 269 of the Local Government Regulation 2012, and shall include the Chairperson or Proxy Chairperson.

Committee members shall be invited and appointed from community groups, government agencies, non-government organisations and the general public having an interest in local cultural heritage including, but not limited to:

- Heritage organisations
- Historical societies
- National Trust
- Family History Society
- Art Galleries
- Tourism organisations
- Library services
- Museums
- Development industry

Expressions of interest for Committee membership can be sought by way of public advertisement. Committee members also can provide names of potential candidates from within their own networks.

Suggestions for membership should be discussed at a Committee meeting before formal approaches are made to a potential member.

Formal approaches to candidates should be made by the Chair assisted by the Committee Secretariat. Other sitting members should not make these approaches. All assessments should be finalised prior to a candidate attending a meeting.

A new member should be allowed a self-assessment period of one (1) to three (3) meetings to ensure the individual's satisfaction with membership.

On occasion the Committee may see fit to co-opt external parties with appropriate expertise to provide advice pertaining to heritage issues.

The Committee will be comprised of the following:

- Councillors;
- Council Staff;
  - Director Planning & Development Directorate or nominee
  - Manager Library Services or nominee
  - Technical Officer – Community Facilities or nominee;
- Government agencies;
- Non-government organisations;
- Local community groups;
- Relevant heritage professionals;
- Local residents with an interest in cultural heritage;  
*Note: The Committee Charter provides membership criteria. Potential members should meet these criteria.*
- The Secretariat and administrative support to the Committee shall be provided from the Planning and Development Directorate.

### **MEMBER ATTENDANCE**

There is an expectation that a Committee member will attend all designated meetings. Failure to attend three (3) consecutive meetings without providing notification of absence will result in Council requesting justification for the member's unexplained absence. Upon receipt of the member's justification Council will decide on whether to revoke the member's membership and to begin the possible process to replace that member. If justification is not received within 30 business days, Council will assume that the member has no interest in continuing their involvement in the Committee and Council may begin the process to replace that member.

### **CONFLICT OF INTEREST**

A member must declare any potential conflict of interest at the commencement or during the course of the meeting. The Chair, in consultation with the Committee must declare if a conflict of interest exists. If a conflict of interest exists, the member must absent themselves during discussion and decision of that item.

### **WORKING GROUPS**

On occasion the Committee may appoint working groups to deal with particular heritage issues or projects. The working groups may co-opt external parties with appropriate expertise at the discretion of the Committee.

### **MEETINGS**

The Committee will endeavour to hold monthly meetings and at least one (1) meeting in a regional/alternate location in the Gympie Region each year.

**REPORTING**

The Committee will provide Council with a written report of its deliberations and its advice or recommendations as appropriate.

*Note: This action is to be undertaken by the Senior Planner - Land Use, Sport & Recreation and Heritage.*

**SPOKESPERSON**

The Chair (or Proxy Chair) will be the Committee spokesperson. Members must liaise with the Chair before discussing Committee business with non-members, particularly matters that are required to be considered by Council.