



## **TERMS OF REFERENCE HERITAGE AND CULTURE ADVISORY COMMITTEE**

### **INTRODUCTION**

Council by resolution may establish Advisory Committees which may consist of community representatives in addition to Councillors. (*S355 of the NSW Local Government Act 1993*)

An Advisory Committee with external membership cannot exercise a decision making function and must present recommendations to Council.

### **PURPOSE**

To advise Council on Heritage and Culture.

### **ROLE**

Concurrently to the operation of heritage and cultural activities, through the General Manager by responsible staff, the role of the Committee will include:

- Making of recommendations to the Norfolk Island Regional Council.

### **MEMBERSHIP**

**A maximum of 8 voting members consisting of:**

The Mayor

One (1) Councillor

One (1) Representative from the Council of Elders

One (1) Representative from the Norfolk Island Central School

One (1) Representative from the Norfolk Island Historical

Society One (1) Representative from the Community Arts Society

Three (3) Community Members

#### **Non-voting members:**

Council's Team Leader Heritage

Management Council's General Manager

and/or delegate(s)

There will be no additional membership during the Term of the Council, unless otherwise resolved by resolution of Council.

Advertisements calling for expressions of interest for membership will be placed in the local media and proposed members must be endorsed by Council.

Members must have expertise/interest in heritage and culture and be interested in encouraging and promoting all heritage and culture for the whole of Norfolk Island and not for self-interest only.

#### **CHAIRPERSON**

The Mayor or a nominated Councillor will chair the Committee unless Council or the Committee has approved otherwise.

#### **ROLE OF DELEGATED COUNCILLOR**

The role of the delegated Councillor is to represent Council on the Committee and to assist Committee members with the formulation of recommendations to Council.

#### **ROLE OF COUNCIL STAFF**

The General Manager and/or delegate(s) may attend any Committee meeting in a guiding role only. The General Manager and/or delegates(s) have no voting rights.

The role of the Team Leader Heritage Management, or delegate, is to arrange for the Agenda and Minutes and to provide professional specialist advice to the Committee. Staff do not have voting rights.

#### **ROLE OF COMMITTEE**

The role of Committee members is to share their expertise and knowledge in advising Council on matters that are relevant to the purpose of the Committee as outlined in the Terms of Reference.

#### **MEETINGS**

The Committee shall meet monthly unless Council has approved otherwise.

#### **QUORUM**

The quorum is constituted by half plus 1 of voting committee members.

#### **AGENDA**

The Team Leader Heritage Management is to forward the Agenda to all members at least one week in advance of the date of the meeting. Template for Agenda:

- Welcome
- Apologies
- Disclosure of interest
- Confirmation of Minutes
- Business arising from Minutes
- Reports from Officers
- Items from Committee members
- Close of meeting

#### **Items from Committee members**

- (a) Items must be relevant to the purpose of the Committee as per the Terms of Reference, be vetted by the Chairperson as to the relevance, and be no more than two (2) pages long.
- (b) Items from Committee members must be forwarded to [regionalcouncil@nirc.gov.nf](mailto:regionalcouncil@nirc.gov.nf) at least 10 days prior to the date of the Committee meeting and be placed on the agenda, using the approved template.

### **ACTIONS AND VOTING**

Actions delegated to Committee members to carry out do not have to be formally voted on but nothing stops the Committee adopting such an approach.

Formal recommendations to Council must be put in the form of a Motion to be Seconded and Voted upon. Reference can be made to Council's Code of Meeting Practice.

### **CONFLICT OF INTEREST**

Members of the Committee must declare any conflict of interest in accordance with Council's Code of Conduct.

### **MINUTES**

Minutes will be taken by a Council staff member unless the Committee has otherwise recommended.

Minutes must include any recommendations made to Council; the Minutes should also include any actions for Committee members. The Committee may also decide to include general points of interest that are discussed at the meeting for the information of the public.

The Minutes must be forwarded to Council's Administration – General Manager's Office – as soon as possible after the meeting so that they can be included on the Agenda for the subsequent Ordinary Council meeting.

### **CHANGING THE TERMS OF REFERENCE**

Recommendations to Council to amend or change the Terms of Reference for the Committee, including the Purpose and the Role of the Committee, will need to be endorsed by the majority of the Committee.

### **DELEGATIONS OF AUTHORITY**

The Heritage and Culture Advisory Committee does not have authority to commit Council to any expenditure.

## ANNEXURE 1

### ADVISORY COMMITTEE GUIDELINES

#### (Section B9.5. Norfolk Island Regional Council Code of Meeting Practice)

- (1) The appointment of Advisory Committees is at the discretion of the Council. The Committees are appointed and reappointed in accordance with the provisions of Section 355 of the Local Government Act 1993.
- (2) Advisory Committees are formally appointed by the Council in office, therefore all Advisory Committees will be reviewed by the newly appointed Council. All current members will remain to hold office until a determination is made by Council.
- (3) Council aims to appoint representatives of the local community or interest group to the Committee.
- (4) To hold office, all Committee Members must be appointed by Council and for the duration of the Term of the Council.
- (5) Vacancies occurring during the Term of the Council will be advertised and ratified by the Committee prior to recommendation and adoption by Council.
- (6) Council must appoint new members before they are able to take part in the Committee meetings.
- (7) All nominations for Advisory Committees are formally submitted in writing to Council for appointment.
- (8) Members of Advisory Committees of Council are volunteers and therefore do not receive payment for services.
- (9) All members must be informed of, and abide by, Council's Code of Conduct.
- (10) All Committees should have their membership for the Term of the Council unless Council has approved otherwise.
- (11) All Committees should have a quorum of 50% plus one (1) unless Council has approved otherwise.
- (12) All Committees shall meet, as a minimum, quarterly (every three (3) months) unless Council has approved otherwise.
- (13) All Committees shall be chaired by the Mayor or a nominated Councillor unless Council or the Committee has approved otherwise.
- (14) All Committees shall have a Terms of Reference clearly stating the *Purpose and Role* of the Committee.

- (15) The role of the delegated Councillor is to represent Council on the Committee and to assist community members with the formulation of recommendations to Council for consideration.
- (16) The General Manager may attend any of the Committee meetings but does not hold voting rights, and shall nominate at least one staff member for each Committee.
- (17) The role of the staff member is to arrange for the agenda and minutes and to provide professional specialist advice to the Committee. Staff do not have voting rights.
- (18) The role of the staff member may also be to carry out any reasonable action and recommendations of the Committee, but only once adopted by Council.
- (19) All activities conducted by any of the Advisory Committees of Council are to be in line with Council's adopted Integrated Planning and Reporting Framework.
- (20) If there is no quorum, the Committee may hold an informal meeting and take notes if so decided by the Chairperson. No action or recommendations can be made at such an informal meeting.
- (21) The Chairperson of a Committee may call an Extraordinary Meeting in consultation with the General Manager.

## **REPORTS FROM COMMITTEES**

### **(Section B9.6. Norfolk Island Regional Council Code of Meeting Practice)**

- (1) If in a report of a Committee distinct recommendations are made, the decision of Council may be made separately on each recommendation.
- (2) The recommendations of a Committee are, so far as adopted by Council, resolutions of Council.