



TERMS OF REFERENCE

Heritage Services Advisory Group

(Date of Council Adoption)

Name:	<i>Heritage Services Advisory Group</i>
Role/ Purpose:	To recommend to Council on policy matters pertaining to the heritage of the City of Wanneroo.
Definition:	<p><i>Choose the definition to insert for either an Advisory or Working Group:</i></p> <p>Advisory Group: The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.</p> <p>It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</p>
1. Aims & Functions:	<p>1.1 Advise and make recommendations to Council on the strategic direction for the development and provision of heritage services and facilities in the City of Wanneroo.</p> <p>1.2 Recommend policies to council in relation to the management of the heritage collections of the City of Wanneroo.</p> <p>1.3 Provide advice on a program of events that enhance and promote a positive image of the City.</p> <p>1.4 Provide input to Council's decision making process on development or demolition applications concerning places identified in the Local Heritage Survey.</p> <p>1.5 Provide input to Council on places nominated for inclusion in the Local Heritage Survey.</p>

<p>2. Membership:</p>	<p>2.1. The <i>Heritage Services Advisory Group</i> shall consist of the following representation:</p> <ul style="list-style-type: none"> • Three Council representatives appointed by Council; • Director, Community & Place • Manager, Cultural Development • Coordinator, Cultural Services • A maximum of four community representatives. • Representatives of other agencies as appropriate by invitation for specific meetings/issues <p>2.2. Community representatives are to be approved by the appropriate Director;</p> <p>2.3. Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to reapply;</p> <p>2.4. Members must comply with the City's Code of Conduct;</p> <p>2.5. The <i>Heritage Services Advisory Group</i> have authority to second individuals from outside of the <i>Heritage Services Advisory Group</i> on a voluntary basis, for their expert advice;</p> <p>2.6. Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.</p>
<p>3. Operating Procedures:</p>	<p>3.1. Chairperson:</p> <ol style="list-style-type: none"> a) The members of <i>Heritage Services Advisory Group</i> are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. b) The Chairperson should be an Elected Member. c) The Chairperson will preside at all meetings. d) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the <i>Heritage Services Advisory Group</i> present to assume the Chair. e) The Chairperson is responsible for the proper conduct of the <i>Heritage Services Advisory Group</i>. <p>3.2. Meetings:</p> <ol style="list-style-type: none"> a) The <i>Heritage Services Advisory Group</i> shall meet on a regular basis as determined by the nominated Group members. b) All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members as soon as practicable after the meeting. The Minutes are to be available for public inspection. e) Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal.

	<p>f) All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system.</p> <p>g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</p> <p>h) All endorsed members of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>3.3. Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.4. Administration: 3.4.1. <u>Administrator Support:</u> <i>Heritage Services Advisory Group</i> Administrator for the Group will be provided by the City of Wanneroo. That support person will be the Community History Librarian.</p> <p>3.4.2. <u>Motions on Notice:</u> A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Committee, in the form of a Motion, of which seven days' notice has been given in writing to the Group Administrator prior to the compilation of the Agenda for that meeting.</p> <p>An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
<p>4. Delegated Authority:</p>	<p>4.1. The <i>Heritage Services Advisory Group</i> has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2. The <i>Heritage Services Advisory Group</i> has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3. Matters requiring Council consideration will be subject to separate specific reports to Council.</p>