



**CITY OF
PARRAMATTA**

TERMS OF REFERENCE

HERITAGE ADVISORY PANEL

April 2025

DOCUMENT ADMINISTRATION

Document Owner	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
Related Documents	City of Parramatta Code of Conduct City of Parramatta Media Policy City of Parramatta Social Media Policy Planning, Transport and Environment Standing Committee Terms of Reference (December 2024) Relevant Council policies and plans related to the heritage
References & Legislation	Local Government Act 1993 Local Government (General) Regulation 2021
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TABLE OF CONTENTS

1.	PURPOSE AND LIMITATION OF AUTHORITY	2
2.	OBJECTIVE.....	2
3.	RESPONSIBILITIES.....	3
4.	CONVENOR	4
5.	MEMBERSHIP	4
5.1	Councillor Membership	4
5.2	Community Membership	4
5.3	Community Membership Criteria.....	5
5.4	Member Leave of Absence	5
5.5	Member Vacancies.....	6
6.	COMMUNITY MEMBER SELECTION PROCESS	6
7.	TERM	6
8.	CHAIRPERSON / DEPUTY CHAIRPERSON.....	7
9.	QUORUM.....	7
10.	PUBLIC ATTENDANCE AND PARTICIPATION.....	7
11.	MEETING ADMINISTRATION AND PROTOCOL	8
11.2	Frequency of Meetings.....	8
11.3	Venue	8
11.4	Webcast	9
11.5	Audio-Visual Attendance.....	8
11.6	Agenda and Business Papers.....	9
11.7	Minutes	8
11.8	Reporting Requirements	8
12.	ORDER OF BUSINESS	10
13.	CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST	10
14.	VARIATION OF THE TERMS OF REFERENCE	11
15.	VERSION CONTROL AND CHANGE HISTORY.....	11

1. PURPOSE AND LIMITATION OF AUTHORITY

- 1.1 The primary role of the Heritage Advisory Panel is to provide strategic, expert and impartial advice to the Council on the development, implementation, monitoring and review of City of Parramatta's Integrated Heritage Strategy and related policies plans and actions.
- 1.2 The Heritage Advisory Panel is an advisory body to the City of Parramatta and is not an executive panel and does not have the authority to:
- Expend money on behalf of Council
 - Undertake any work or make decisions on behalf of Council
 - Commit Council to any arrangement
 - Consider any matter outside its specific reference
 - Direct Council officers in the performance of their duties; or
 - Represent the Council in any communication with the public or media without the express permission of the City of Parramatta.
- 1.3 The Heritage Advisory Panel's advice must take into consideration current City of Parramatta's policies, strategies and operational plans.
- 1.4 These Terms of Reference set out the rules that members of the Heritage Advisory Panel must follow.

2. OBJECTIVE

- 2.1 The objectives of the Heritage Advisory Panel are to:
- Advise Council on how best to conserve and promote heritage items, places and areas.
 - Actively support the diverse heritage of the City of Parramatta.
 - Provide advice, input and feedback on Council's business relating to heritage matters, including heritage places, heritage planning and heritage promotion.
 - Promote an increased knowledge and understanding of heritage and its ongoing management and celebration in our City.
- 2.2 The specific roles and responsibilities of the Heritage Advisory Panel are to provide advice to Council on:
- the preparation of the Comprehensive Heritage Review and Integrated Heritage Strategy, plus other policies and plans

relating to the management of heritage in the City of Parramatta LGA, within the parameters of Council's authority and responsibilities.

- the allocation of grants to heritage property owners under the Local Heritage Fund.
- State or Federal Government policy, infrastructure or development decisions which may affect the City's heritage.
- works that affect heritage places.
- a range of heritage-related matters which are of interest to the community.
- any other matter reported to the Heritage Advisory Panel by Council Officers.

3. RESPONSIBILITIES

Position	Responsibility
All Committee Members	<ul style="list-style-type: none"> • Read the agenda prior to each meeting and actively contribute to the discussions. • Be an advocate for the Heritage Advisory Panel. • Have a broad understanding of relevant issues, the adopted Council strategies and associated actions.
Chairperson (Councillor)	<ul style="list-style-type: none"> • Facilitate the meetings of the Heritage Advisory Panel.
Deputy Chairperson (Councillor)	<ul style="list-style-type: none"> • Facilitate the meetings of the Heritage Advisory Panel when the Chairperson is unable to attend.
Convenor (CEO, Executive Director or delegate)	<ul style="list-style-type: none"> • Convene the meetings and support the Chairperson of the Heritage Advisory Panel. • Prepare the agenda for the meetings of the Heritage Advisory Panel. • Provide notice of cancellation of a Heritage Advisory Panel meeting in circumstances where there is no business (reports) to be considered.
Other Councillors	<ul style="list-style-type: none"> • All Councillors, other than the Chairperson and Deputy Chairperson, are ex-officio members of the Heritage Advisory Panel. • Ex-officio Councillor members may contribute to the meeting, as permitted by the Chairperson.

Council Secretariat	<ul style="list-style-type: none"> • Assist the Convenor and Chairperson with all aspects of the Heritage Advisory Panel. • Responsible for reporting the minutes and outcomes of each Heritage Advisory Panel meeting to the next available meeting of Planning, Transport and Environment Standing Committee for consideration, assisted by the Convenor.
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4. CONVENOR

- 4.1 The Convenor of the Heritage Advisory Panel is the CEO, Executive Director City Planning and Design or their delegate.
- 4.2 The Convenor will assist the Chairperson in progressing the meeting in accordance with the agenda.
- 4.3 The Convenor is responsible for ensuring any action items, such as requests for information or guest speakers, as recorded in the minutes, are actioned and reported back to the Heritage Advisory Panel at a subsequent meeting.

5. MEMBERSHIP

5.1. Councillor Membership

- 5.1.1 The Chairperson and Deputy Chairperson of the Heritage Advisory Panel are Councillors as determined by Council resolution.
- 5.1.2 All other Councillors are ex-officio members of the Heritage Advisory Panel.
- 5.1.3 Ex-officio Councillor members may contribute to the meeting, as permitted by the Chairperson.
- 5.1.4 Councillor members and ex-officio Councillors do not have voting rights on matters presented to the Heritage Advisory Panel as the Panel is not a decision-making body.

5.2. Community Membership

- 5.2.1 A minimum of 5 and a maximum of 10 community members will be appointed to the Heritage Advisory Panel.
- 5.2.2 Community membership to the Heritage Advisory Panel is voluntary (unpaid).
- 5.2.3 The appointment of community members to the Heritage Advisory Panel will seek to:

- a) achieve a mix of skills and experience to facilitate the sound functioning of the Heritage Advisory Panel; and
- b) represent the diversity and interests of our community.

5.2.4 Community members will be appointed following a public Expressions of Interest (EOI) process prior to the first Heritage Advisory Panel meeting of the new Council term (refer to Clause 6 of this Terms of Reference).

5.2.5 Community members do not have voting rights on matters presented to the Heritage Advisory Panel as the Panel is not a decision-making body.

5.3. **Community Membership Selection Criteria**

The Heritage Advisory Panel will comprise of community members reflecting the diversity of our community who meet one or more of the following criteria;

- Demonstrate relevant interest, involvement, skills and capacity to contribute to this Panel.
- Be an employee or member of an organisation whose primary function relates to the preservation of heritage.
- Have qualifications and/or experience in heritage planning, management or promotion.

Community members should also live, work, study or have a strong connection or commitment to the City of Parramatta local government area.

In addition, past participation in the Heritage Advisory Panel, or previous Council advisory committees, will be taken into consideration.

5.4. **Member Leave of Absence**

5.4.1 Members need to inform the Council Secretariat staff by email (secretariat@cityofparramatta.nsw.gov.au) when they are unable to attend a meeting, at least 1 day prior with the reason for their absence.

5.4.2 All absences must be recorded in the minutes of the Heritage Advisory Panel.

5.4.3 If a member misses more than two consecutive meetings without informing the Council Secretariat and/ or providing a valid reason, their membership will be withdrawn, and their position will become vacant.

5.5. Member Vacancies

5.5.1 Where a vacancy occurs:

- (a) within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list, if they are still interested and available to join the Heritage Advisory Panel.
- (b) after six (6) months from the appointment of members, and more than 12 months from the end of the Term, an Expression of Interest (EOI) process must be undertaken, in accordance with Clause 6.

5.5.2 Vacancies occurring within the last 12 months of the end of the Term will not be filled.

6. COMMUNITY MEMBER SELECTION PROCESS

- 6.1 All applications must be made using the online application and should address the selection criteria of the Heritage Advisory Panel.
- 6.2 Applications will be assessed by the Convenor of the Heritage Advisory Panel on merit according to the selection criteria in accordance with Clause 5.3.
- 6.3 The Convenor is to prepare a report to Council recommending the community members to be appointed to the Heritage Advisory Panel.
- 6.4 Community membership shall be determined by Council resolution.
- 6.5 If more applications than positions are received, and deemed suitable for appointment as community members, offers of membership will be made to the top applicants and the remainder placed on an eligibility list.
- 6.6 Where a vacancy occurs, the vacancy may be filled by a person on the eligibility list (without the need for further approval from Council) if they are still interested and available to join the Heritage Advisory Panel, unless within 12 months of the end of the Council term.

7. TERM

- 7.1 The term of membership generally coincides with the term of Council, or such other period as resolved by Council.

8. CHAIRPERSON / DEPUTY CHAIRPERSON

8.1 Chairperson

8.1.1 The Chairperson of the Heritage Advisory Panel is to be a Councillor determined by Council resolution.

8.1.2 The Chairperson is appointed for the duration of the Term.

8.2 Deputy Chairperson

8.2.1 The Deputy Chairperson of the Heritage Advisory Panel is to be a Councillor determined by Council resolution.

8.2.2 The Deputy Chairperson is appointed for the duration of the Term.

8.3 In the absence of both the Chairperson and Deputy Chairperson, the Convenor of the Heritage Advisory Panel will act as the Chairperson for that meeting.

8.4 If the position of Chairperson or Deputy Chairperson becomes vacant for any reason, Council is to select another Councillor to be the Chairperson or Deputy Chairperson for the remainder of the Term.

9. QUORUM

9.1. The quorum of the Heritage Advisory Panel shall comprise a minimum of 40 percent of members of the Heritage Advisory Panel.

9.2. Business must not be conducted at any meeting of the Heritage Advisory Panel unless the Convenor or their delegate is present.

9.3. Business must not be conducted at any meeting of the Heritage Advisory Panel unless a quorum is present.

9.4. Where a meeting is cancelled, members of the Heritage Advisory Panel will be notified by email.

10. PUBLIC ATTENDANCE

10.1 Meetings of the Heritage Advisory Panel are not open to the public to attend.

10.2 Notwithstanding Clause 10.1, guest speakers, relevant experts, or other interested parties, may be invited to attend and speak at Panel meetings subject to the approval of the Chairperson.

11. MEETING ADMINISTRATION AND PROTOCOL

11.1 Council will provide administrative support to the Heritage Advisory Panel including:

- scheduling meetings of the Heritage Advisory Panel, in consultation with the Panel.
- compiling and circulating agenda and relevant documents to all members of the Heritage Advisory Panel.
- taking and distributing minutes that include attendance, declarations of interest and outcomes of the Heritage Advisory Panel.
- Coordinating other meeting arrangements, as required.

11.2 Frequency of Meetings

The Heritage Advisory Panel will meet quarterly, on a day and time determined by the Council, in accordance with the annual Council and Committee meeting calendar.

11.3 Venue

The venue for meetings of the Heritage Advisory Panel shall be determined by the Convenor.

11.4 Webcast

Meetings of the Heritage Advisory Panel will not be webcast.

11.5 Audio-Visual Attendance

11.5.1 All Heritage Advisory Panel members may attend and participate in the Advisory Panel meetings by audio-visual link.

11.5.2 To attend an Advisory Panel meeting by audio-visual link, the panel member must notify Council Secretariat staff by email

(secretariat@cityofparramatta.nsw.gov.au) before midday on the day of the meeting.

11.5.3 Following the midday deadline, Council Secretariat staff will:

- issue an audio-visual link to all/any Advisory Panel member/s attending the meeting remotely; and
- notify the Chairperson and Convenor of all/any Advisory Panel member/s who will be attending the meeting remotely.

11.6 Agenda and Business Papers

- 11.6.1 The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings, with the assistance of the Council Secretariat.
- 11.6.2 The Convenor will inform the Chairperson of the meeting agenda prior to publication of the agenda.
- 11.6.3 The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting, with the assistance of Council Secretariat.

11.7 Minutes

- 11.7.1 The outcomes of the Heritage Advisory Panel meetings shall be reported to the Planning, Transport and Environment Standing Committee, as per Clause 11.8.
- 11.7.2 Council is to keep full and accurate minutes of the proceedings of Heritage Advisory Panel meetings.
- 11.7.3 The minutes of the meetings of the Heritage Advisory Panel must be confirmed at a subsequent meeting of the Heritage Advisory Panel.
- 11.7.4 The Convenor, with the assistance of Council Secretariat, will publish the confirmed minutes on Council's website a maximum of five (5) business days after the meeting where the minutes were confirmed.

11.8 Reporting Requirements

The Council Secretariat is responsible for reporting the minutes and outcomes of each Heritage Advisory Panel meeting to the next available meeting of Planning, Transport and Environment Standing Committee for consideration, assisted by the Convenor.

12. ORDER OF BUSINESS

- 12.1 The general order of business of the Heritage Advisory Panel meeting will be as follows:
1. Opening and Acknowledgement of Country
 2. Meeting Attendance, Apologies and Disclosure of Interests
 3. Confirmation of Previous Minutes
 4. Matters for Discussion
 5. Status Update
 6. Emerging trends, recent developments and funding/partnership opportunities
 7. General Business
 8. Conclusion of Meeting

13. CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST

- 13.1 Members of the Heritage Advisory Panel must comply with the City of Parramatta's Code of Conduct in their capacity as a Panel Member.
- 13.2 Members of the Heritage Advisory Panel must act lawfully, professionally, ethically and with integrity.
- 13.3 Any confidential information discussed, received and used in the Heritage Advisory Panel meetings must not be distributed, until deemed otherwise by the Convenor. Council or the CEO may terminate an Heritage Advisory Panel member's term for breaching these requirements, or Terms of Reference.
- 13.4 Conflicts of Interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.
- 13.5 In addition, where members are engaged as City of Parramatta contractors or consultants, outside their work on the Heritage Advisory Panel but for work that pertains to an item on the Heritage Advisory Panel agenda, the member shall not participate in any discussion on that item.

14. VARIATION OF THE TERMS OF REFERENCE

- 14.1 The Terms of Reference may be amended by resolution of the Council at any time.

15. VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	14 April 2025	December 2028