

HERITAGE ADVISORY COMMITTEE

TERMS OF REFERENCE

Date: May 2025

Purpose

The Heritage Advisory Committee (the Committee) will:

- Assist Council in the development of policies and strategies regarding Council's adopted Heritage Strategy and the management of natural and cultural heritage in the Eurobodalla local government area.
- Advise Council staff, the Heritage Advisor and the Council on matters relating to the ongoing implementation of the Heritage Strategy.
- Assist Council to procure and allocate funding assistance and to recommend projects for which funding should be sought in line with the Heritage Strategy.
- Provide access to the general community to distribute information and for public input into heritage management, e.g., to nominate additional properties for assessment of heritage significance.
- Advise Council on a range of heritage-related matters which are of interest to the community, by providing expertise, local knowledge and guidance on heritage matters and in relation to heritage assessments.

Objectives

- To provide sound advice and support to Council in advancing the aims of the Heritage Strategy and in the development and implementation of strategies, policies and programs related to heritage conservation.
- To promote the natural, cultural and historic heritage of the Eurobodalla and to ensure it continues to develop a strong sense of place and identity.

Delegations of Committee

The Advisory Committee cannot require Council to adopt a policy, stance or recommendation approved by the Advisory Committee.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the GM, as provided in the Local Government Act 1993.

The Committee has no executive powers and cannot make decisions on behalf of Council. The Committee is an advisory committee and has no delegated authority, therefore it cannot exercise powers under s.355 of the Local Government Act 1993.

Neither the Advisory Committee nor any of its members can direct any Council staff member in their duties.

Composition (who is to attend)

The Committee shall consist of the following voting representatives:

- Two councillors, one of whom will be chair
- Three delegates representing each of the three district historical societies
- Two delegates from the Eurobodalla Aboriginal Advisory Committee (EAAC) as elected by the EAAC
- Three community representatives

Council staff and Council's Heritage Advisor will attend to provide technical advice and guidance but will not have voting rights on the committee.

The committee representatives will be appointed for the term of Council.

Contact Officer

Council's Strategic Planning Assistant.

Variation to Terms of Reference

The 'Terms of Reference' may be added to, repealed or amended by resolution of the Council in consultation with the committee.

Governance

The Committee will meet up to four times a year and no less than twice.

Meetings will be held at Council's Administrative Centre on Vulcan Street Moruya (unless otherwise advised).

An agenda for each meeting will be circulated prior to each meeting, along with any relevant papers and documents.

Minutes (including details of actions) will be distributed after each meeting.

See also Council's '[Guidelines for Meeting Practice – Advisory Committees](#)'.