



PENRITH CITY COUNCIL

HERITAGE ADVISORY COMMITTEE

CONSTITUTION

This constitution governs the operation of an advisory committee known as the Penrith City Council Heritage Advisory Committee to conserve and promote the heritage of the City of Penrith. The Committee is constituted under the provisions of Section 373 of the Local Government Act 1993.

1. **Name**

The name of the Committee shall be “Penrith City Council Heritage Advisory Committee.”

2. **Purpose of the Committee**

The purpose of the Committee shall be:

- (i) To conserve and promote the heritage of the City of Penrith, and
- (ii) To provide advice to Council on heritage matters.

3. **Objectives**

The objectives of the Committee shall be:

- to educate the community on the importance of heritage conservation;
- to comment on proposals affecting heritage items as determined by Council;
- to assess advice on applications for financial support to care for items of heritage;
- to advise on nominations for the inclusion or removal of items from the heritage list;
- to advise on submissions to funding agencies for grants to conserve heritage items; and
- to promote sound heritage and conservation practices.

4. **Authority**

The Committee will have the authority to discuss matters and make recommendations to Council in accordance with the purpose and objectives of the constitution. Decisions cannot be made by the Committee on the Council's behalf.

5. **The Committee**

The Committee shall consist of thirteen (13) members, namely:

- 2 Councillors of the Council
- a representative from the National Trust
- 3 representatives from the community
- a representative from the Nepean District Historical Society
- a representative from the St Marys Historical Society
- a representative from the University of Western Sydney
- a representative from the Royal Australian Institute of Architects
- a representative from the National Parks & Wildlife Service
- a representative from the Nepean District Historical Archaeology Group
- a representative from the Nepean District Family Historical Society

Council's Heritage Adviser and representatives from the Environmental Planning Department, Building Approvals and Environment Protection Department and Penrith City Library will be in attendance to advise the Committee.

6. **Membership**

The Councillor representatives shall be appointed by the Council. Representatives that cease to be Councillors may not continue to be members of the Committee.

The Community representatives shall be appointed by the Council for a period of up to 2 years.

Membership of the committee will cease for representatives of all other groups if the organisation concerned withdraws its support, in writing, for that representative.

7. **Quorum**

A majority of the Members shall constitute a quorum.

8. **Chairperson**

8.1 The position of Chairperson shall be a Councillor.

8.2 The Chairperson shall preside at each meeting of the Committee and shall be responsible for liaison with Council.

8.3 In the absence of both Councillors, the Committee shall elect a Chairperson for that meeting only.

9. **Community representatives**

Council shall advertise for nominees for the community representatives. The nominees shall not be affiliated or associated with any heritage, environment, business or community group, organisation or party.

10. **Vacancy**

In the event of a vacancy occurring on the Committee of a non-Council appointed member through resignation or default, the Committee shall request that a new member be nominated by the eligible organisation in accordance with clause 5.

The term “default” means absence from four (4) consecutive meetings of the Committee without leave of absence.

11. **Minutes/Agenda**

11.1 The preparation of the agendas for each meeting shall be the responsibility of the Chairperson and Council staff.

11.2 The distribution of agendas and minutes of the previous meeting, 1 week prior to a meeting, will be the responsibility of Council staff.

11.3 It is the responsibility of the Chairperson to ensure that the minutes are taken

11.4 Secretarial services shall be provided by Council staff.

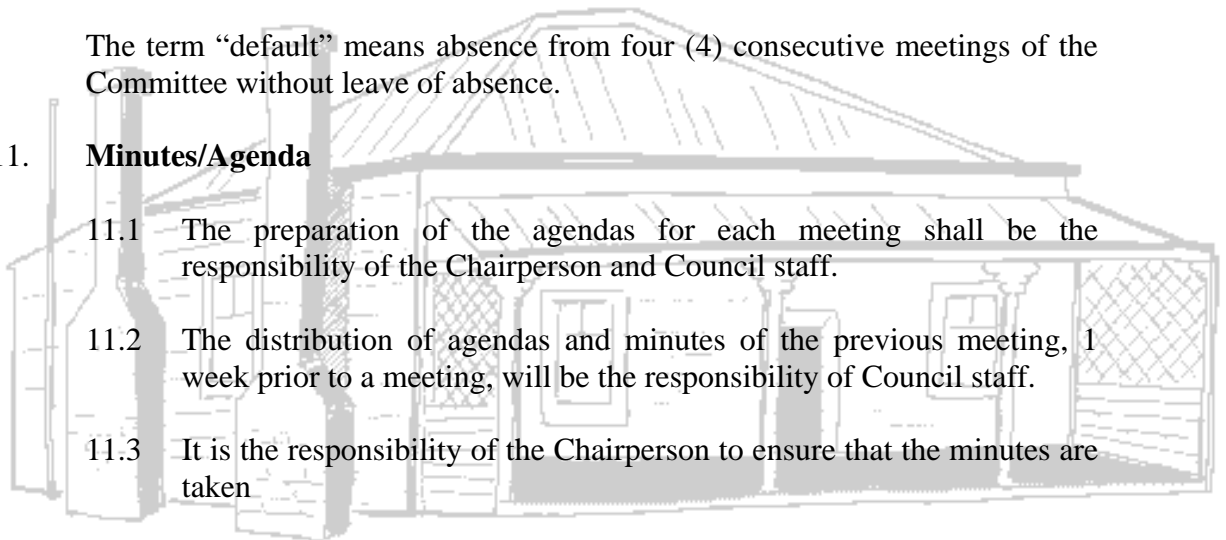
11.5 Following adoption by the Committee of the previous meeting’s minutes, the Chairperson for that meeting shall sign the minutes.

11.6 Copies of minutes from meetings shall be retained on Council’s file.

11.7 The Environmental Planning Manager shall report to Council on issues raised by the Committee and its progress on a needs basis.

12. **Meetings**

12.1 The Committee shall meet bi-monthly or as required.



12.2 Public meetings of the Committee may be held for a specific purpose and following a resolution of the full Committee to hold such a meeting, subject to notification of Council.

12.3 Each Committee member is entitled to vote on resolutions, if present at the meeting. Votes may only be cast in person.

13. **Dissolution**

13.1 Should the Committee be dissolved, all funds and equipment will become the property of Penrith City Council.

13.2 Dissolution of the Committee shall be at the discretion of Penrith City Council.

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