**Heritage Advisory Committee**

**TERMS OF REFERENCE**

**October 2017**

These Terms of Reference are to be in read in conjunction with the City of Parramatta Council Advisory Committees Core Terms of Reference (2016).

**1. Background**

1.1 Heritage is a legacy from the past, what we live with today, and what we pass on to future generations. Our heritage gives us a sense of living history and provides a physical link to the work and way of life of earlier generations. The Heritage Advisory Committee has a responsibility to advise Council on how best to conserve, promote and manage Parramatta’s heritage for future generations.

**2. Primary Purpose**

2.1 To assist Council to develop policies and strategies in relation to the management of heritage in Parramatta within the parameters of Council’s authority and responsibilities.

2.2 To assist Council in the allocation of Heritage Assistance Grants.

2.3 To advise Council on a range of heritage-related matters which are of interest to the Community.

**3. Roles and Responsibilities**

3.1 Advise Council on how to promote and involve the community in Parramatta’s heritage and history.

3.2 Encourage Council to support and endorse programs and events that promote heritage in Parramatta.

3.3 Share information about heritage events and issues in the City of Parramatta LGA.

3.4 Provide comment on development applications and proposals of heritage significance including archaeological investigations.

3.5 Assist in the allocation of Council’s Local Heritage Fund for local heritage projects.

3.6 Make recommendations to Council on applications for the Local Heritage Fund.

3.7 Assist Council with the identification, protection and preservation of significant items of heritage.

3.8 Provide support to Council on how best to care and protect heritage items, including ongoing management and stewardship.

3.9 Support and encourage the acquisition and management of archival, oral and documentary evidence and environmental details for heritage items.

**4. Membership**

4.1 Membership of the Heritage Advisory Committee is voluntary and includes a minimum of 8 community members to a maximum of 14 members.

4.2 Applicants for membership of the Heritage Advisory Committee must have a proven commitment, sensitivity, and understanding of issues relating to heritage issues in the City of Parramatta LGA.

4.3 In addition, applicants for membership should:

4.3.1 live, work, or study in the City of Parramatta LGA, and or.

4.3.2 be an employee or member of an organisation whose primary function relates to the preservation of heritage.

**5. Frequency of Meetings**

5.1 The Committee will meet bi-monthly, on the third Wednesday of the month from 5.00 pm to 7.00 pm, or as required.

5.2 Depending on need, working parties will be established to address specific issues. The working party will meet and report to the Committee.