

Tamworth Regional Council Heritage Working Group **Terms of Reference**

1. Purpose

The Tamworth Regional Council Heritage Working Group (TRCHWG) will play a key advocacy role in relation to highlighting the value of the Tamworth Region's heritage assets as well as promoting Council's heritage programs and initiatives within the community. The Working Group operates as an advisory body to Council and as such has no executive authority. The Working Group will at all times operate in accordance with these Terms of Reference.

2. Functions

The broad aim of the Tamworth Regional Council Heritage Working Group is to provide advice, support and direction to Council on key heritage conservation issues and programs. The intended outcome from the input of the Working Group is to improve approaches toward the conservation of heritage items within the region and provide better recognition of community actions towards heritage conservation.

3. Objectives of the Tamworth Regional Heritage Working Group

The working group's primary objectives are to:

- (i) provide advice to the Council on emerging heritage conservation and management issues;
- (ii) identify key strategic priorities or issues in relation to heritage conservation;
- (iii) assist in the assessment and review of applications for heritage conservation funding;
- (iv) promote and advocate for shared community ownership and partnerships for heritage conservation and historical research across the regional area;
- (v) oversee the biennial heritage awards to acknowledge heritage conservation initiatives;
- (vi) oversee the provision of grant funding from the annual Heritage Assistance Fund; and
- (vii) support and promote state and national heritage events locally, such as Heritage Week.

4. Membership and Meetings

The Tamworth Regional Council Heritage Working Group will meet quarterly unless more frequent meetings are required to address specific issues of interest or concern.

The Working Group Membership consists of:

- three Councillors;
- Director – Liveable Communities;
- Manager - Development;
- Heritage Planner;
- Council's consultant Heritage Advisor;
- other Council Staff as required;
- one (1) member of the Tamworth Historical Society;

- one (1) member of the Tamworth Aboriginal Land Council;
- three (3) community members; and
- one (1) community member representing the interest of King George V Avenue.

5. Chairperson

The Tamworth Regional Council Heritage Working Group will be chaired by an elected Councillor of Tamworth Regional Council to be determined at the first meeting following a Council election.

6. Community Access

Representation by members of the Tamworth community is encouraged. Membership by community representatives will be coordinated by calling for 'Expressions of Interest' invited from the community following each consecutive Council election.

7. Co-Opting

The Working Group shall have the authority, where necessary, to seek the expert advice of individuals and groups when particular community skill, experience or input will improve the outcomes delivered by the group.

8. Meeting Procedure

Meeting structure, agenda and minute formats should meet the needs of the Working Group, while ensuring consistency, completeness and accountability. Meeting minutes should briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations.

9. Review

The Terms of Reference for the Tamworth Regional Council Heritage Working Group will be reviewed prior to the recruitment of group members following each consecutive Council election.

10. Reporting

The Working Group has no delegated authority from the Council to make decisions binding the Council and will submit reports to the Council under the Management Accountability of the Director of Liveable Communities.

11. Accommodation

Council shall provide suitable facilities for the conduct of meetings of the Working Group.

12. Business Support

Council shall provide administrative support to the Working Group, plus professional advice/input where required.

13. Media

The Chairperson, the Director of Liveable Communities and Manager of Development are authorised to represent and speak on behalf of the Group in any media discussions.


14. Confidentiality

Confidentiality is to be maintained by all members of the Working Group. Discussions occurring within the Working Group shall be treated as confidential until the Minutes are reported to Council or as agreed for release to the media.

15. Selection Criteria for Community Representatives

Ideally the community representatives will have:

- demonstrated links to the community through membership of community groups;
- demonstrated understanding and commitment to heritage conservation; and

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- demonstrated capacity to provide strategic advice to Council on heritage matters.