

# Heritage Council of NSW's Approvals Committee

Information pack

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Published by:

Environment and Heritage

Department of Planning and Environment

Locked Bag 5022, Parramatta NSW 2124

Phone: +61 2 9995 5000 (switchboard)

Phone: 1300 361 967 (Environment and Heritage enquiries)

TTY users: phone 133 677, then ask for 1300 361 967

Speak and listen users: phone 1300 555 727, then ask for 1300 361 967

Email: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au) (Environment and Heritage enquiries)

Email: [heritagecouncil.secretariat@environment.nsw.gov.au](mailto:heritagecouncil.secretariat@environment.nsw.gov.au) (Heritage Council)

Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

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# Introduction

The Heritage Council of NSW (the council) is a statutory body established under the NSW *Heritage Act 1977* (the Heritage Act) and makes decisions about the care and protection of heritage places and items that have been identified as being significant to the people of NSW.

## Committees and panels of the Heritage Council of NSW

The council, under the Heritage Act, is responsible for providing advice to the Minister having responsibility for the administration of the Heritage Act. Part 2 sections 6-23 of the Heritage Act, relate to the constitution, membership and role of the council. The functions of the council are specified in section 21 of the Act.

The council may establish committees and panels to assist the council with the exercise of any of its functions.

The State Heritage Register Committee (SHRC) and Approvals Committee (AC) exercise delegated decision making power on behalf of the council. The Grants and Sponsorships Advisory Committee (GSAC) advises the council on heritage incentives and service delivery programs.

Advisory panels are appointed by the council to provide expert advice to the council and Heritage NSW and facilitate consultation with industry and stakeholders as and when needed. Members of advisory panels will have experience and expertise specific to the function of the panel.

## State Heritage Register Committee

The SHRC is responsible for recommending the council's intention to list items on the State Heritage Register and providing expert comment on significant heritage places.

## Approvals Committee

The AC acts in the council's consent authority role. It approves, comments on, and suggests amendments to proposed changes to listed items.

## Technical Advisory Panel

The Technical Advisory Panel provides expert technical advice to the council and staff of Heritage NSW on the maintenance and management of heritage items and assets in ways that retain their significance, as determined by the council. It is a multi-disciplinary panel of experts in building conservation, fire safety upgrading, disability access, structural issues, and maintenance of building fabric at heritage places.

# Heritage Advisory Panel

The Heritage Advisory Panel provides independent expert advice in relation to historical archaeology, Aboriginal heritage, history and maritime archaeology particularly on significant sites and complex issues as they arise.

## Grants and Sponsorships Advisory Committee

The GSAC provides advice to the council on the overall NSW Heritage Grants program and assesses and recommends projects for Ministerial approval as part of the Minister's approved programs.

Advises on the strategic funding priorities and review of the Heritage Incentives and Grants Programs as determined by the council.

## Membership composition

The maximum number of members on the SHRC and AC is 8, unless otherwise approved by the council. At least half of the appointed members on the SHRC and AC must be members of the council.

The maximum number of members on the GSAC is 6. At least one of the appointed members on the GSAC must be a member of the council.

Non-council members may be appointed by the council to the SHRC and AC if their expertise will assist the decision-making committee to carry out its functions.

The maximum number of members on an Advisory Panel is 15 and should include at least one member of the council.

Alternate members and observers may be appointed to committees and panels. Observers are not entitled to vote at a meeting or to move or second a motion. Alternate members act a member of a committee or panel during the absence of the person for whom they are the alternate member.

## Expertise of committee and panel members

The diversity of expertise sought for committee and panel membership is to ensure a balanced distribution of skills covering the following areas:

- Aboriginal heritage
- archaeology
- architecture
- the building, development and property industries
- conservation of the environmental heritage
- engineering
- New South Wales or Australian history

- local government
- moveable heritage
- natural heritage
- planning
- property, planning or environmental law
- property economics
- rural or regional interest
- cultural landscape
- interpretation/communications
- cultural tourism
- access
- disaster preparedness
- climate change
- fire safety and protection.

At least one committee or panel member is to be an Aboriginal person who possesses knowledge, skills and experience relating to Aboriginal heritage management.

## Term of appointment

A member of a committee or Advisory Panel of the council, holds office for a period of up to 3 years, as determined by the council. A committee or panel member is eligible for re-appointment, with a maximum term of up to 6 years in total.

## Remuneration

Under the Public Service Commission Directive, February 2019 update: Classification and Remuneration Framework for NSW Government Board and Committees Policy and Guidelines, the council is classified as group C3 (i) - committees which offer independent expert advice to the Minister(s) or Government Agency on specific issues of sectoral significance.

In accordance with this classification, sitting fees payable to committee members are set as follows:

- \$350 full day chair sitting fee
- \$220 full day member sitting fee.

Members of the Technical Advisory Panel and Heritage Advisory Panel, other than members of the council or ACHAC, are appointed on a voluntary basis and are not remunerated.

## Meeting dates

The State Heritage Register Committee and the AC meet monthly, and meetings are generally held on the first Tuesday of each month, before the council's meeting on the Wednesday. There are no meetings held in January.

Advisory panels operate by referral of matters from the council or Heritage NSW or on matters raised by panel members themselves. Generally, matters are considered by all or some of the members, based on the expertise of members. Panel meetings are held quarterly or out of session on an as required basis.

## Quorum

A majority of appointed committee members must be present at a meeting to form a quorum.

## Chairperson

A committee chair or a deputy chair appointed by the council presides at all meetings of a committee. In the absence of the chair and deputy chair, the committee members present elect another member of the committee who is also a member of the council, to preside at the meeting.

A panel chair appointed by the council presides at all meetings of a panel. In the absence of the chair, the panel members present elect another member of the panel to preside at the meeting.

## Voting

A decision is determined by having been supported by a majority of the votes cast by members at a meeting where a quorum is present.

## Transaction of business outside meetings or by telephone or other means

The committees or panels may, if deemed appropriate, transact any of its business by the circulation of papers among all the members and any advice or decisions approved in writing by a majority of those members.

The committees and panels may transact any of its business at a meeting at which members (or some members) participate by telephone, closed-circuit television or other means, but only if any member who speaks on a matter can be heard by the other members attending the meeting

## Minutes of meetings

The committees and panels record minutes of meetings and decisions at each meeting.

The resolutions and minutes of committee meetings are published on the [Heritage Council of NSW webpage](#) on the Environment and Heritage website.