



I hereby give notice that an ordinary meeting of the Heritage Advisory Panel will be held on:

**Date:** Tuesday, 25 February 2014  
**Time:** 5.00pm  
**Meeting Room:** Auckland Council  
**Venue:** Civic Building  
1 Greys Avenue  
Level 15 Meeting Room  
Auckland

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## Heritage Advisory Panel

### OPEN AGENDA

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#### MEMBERSHIP

**Chairperson**

Cr Mike Lee

**Deputy Chairperson**

To be confirmed

**Members**

Elizabeth Aitken-Rose

David Beamish

Graeme Burgess

Rob Enright

Michael Geale

John La Roche

Allan Matson

Jane Matthews

Dr Ann McEwan

Graeme Murdoch

Bill Rayner

Sherry Reynolds

Lorraine Wilson

Sally Hughes

Jim Mathers

(Quorum 10 members)

**Suad Allie**

**Democracy Advisor**

**20 February 2014**

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## TERMS OF REFERENCE

### 1. Background

The Auckland Council recognises that heritage contributes significantly to making Auckland a great place to live. The protection and management of the region's historic heritage is frequently a matter that Auckland's communities are passionate about.

The establishment of a Heritage Advisory Panel with a membership of community representatives and leading professionals will raise the profile of historic heritage both within the council and among the public. This collaborative approach between the council, heritage experts, owners of heritage buildings and communities will allow for a shared understanding of how our historic heritage should be identified, managed, protected, conserved, appreciated and celebrated.

The focus of the foundation Heritage Advisory panel is on historic heritage (historic sites, structures, places, and areas and their surrounds, and archaeological sites).

### 2. Purpose

- Provide advice to the council in relation to:
- -the direction and content of strategies, policies and initiatives
- -any matter that the panel considers to be of particular interest or concern to the historic heritage of Auckland
- To deliver advice for improving the promotion and management of historic heritage of the Auckland region
- Advise Auckland Council on council processes and mechanisms for engagement with the historic heritage community, including owners of heritage buildings in Auckland.
- To recommend historic heritage expert membership and provide advice to the Auckland Urban Design Panel.

### 3. Scope

To provide a forum for the consideration of issues affecting historic heritage of the Auckland region and provide advice to the council.

### 4. Priorities

The priorities for the panel I include:

- Historic Heritage Plan
- Issues relating to the Unitary Plan
- Council processes
- Input into the Auckland Urban Design Panel.

### 5. Membership

- The Chair is Councillor Mike Lee.
- The number of members shall be between 10 and 15.
- Term of appointment varies as Council wishes to refresh the panel.
- Representation on the Heritage Advisory Panel shall be determined by the Chair of the panel and the mayoral office, in consultation with relevant officers..
- The General Manager, Northern, New Zealand Historic Places Trust and a representative of the Department of Conservation are represented on the panel.
- The Chair of the panel following advice from the Chair of the relevant local board and the Manager Heritage, may, when the matters being discussed are of particular local importance, co-opt up to two additional members.

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- The Heritage Advisory Panel shall also maintain a list of experts in historic heritage matters and make nominations to the Auckland Urban Design Panel.

## **6. Meetings**

- Meetings will be held at least quarterly.
- Meeting locations may be rotated, hosted by local boards in the region.
- Each meeting will have a particular focus that assist the purpose of the Heritage Advisory Panel.
- To efficiently develop advice, small groups from the panel may meet separately to develop advice for consideration by the full panel.

## **7. Conditions of Appointment.**

- The success of the panel depends on establishing strong collaborative relationships and the participation of all members.
- The panel's expectations of its members are:
- To attend panel meetings wherever practical and to fully participate.
- To be panel members independently and in their own right , able to give to give impartial advice and not representing any particular group.
- To promote awareness of issues to the panel.
- To treat colleagues fairly and act in good faith.
- To maintain objectivity and integrity and to apply knowledge and skills in all work undertaken.
- To be accurate and objective in reporting information on issue and to do so in a manner that encourages discussion.
- To respect the values of the communities that may be affected by their advice.
- To respect the majority decision of the panel on what advice is given to the Council so it is aware of the spectrum of views on matters
- To ensure the confidentiality of any information received in confidence.

The panel's spokesperson is its chairperson

## **9. Officer Support**

Auckland Council staff are responsible for:

- Administrative support to the panel, including organising meetings, setting agendas, and the drafting and distribution of minutes.
- Developing the work program and the provision of technical input on selected topics to assist the panel to provide sound advice.
- Responding to requests generated.
- Assisting with other reporting requirements as they arise.

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5	<b>Welcome and introduction</b>  Cr Mike Lee, Chair of the Heritage Advisory Panel – welcome and introductions. Each member will be invited to give a two minute self-introduction.	
6	<b>Historic Heritage Action Plan</b> Tanya Sorrell, Team Leader Built and Heritage Policy will discuss the Historic Heritage Plan.	
7	<b>Heritage Festival Ideas on themes for 2014 and links to WW1 commemorations</b>  Noel Reardon, Manager Heritage will discuss theme ideas for the Heritage Festival 2014 and how that can link with the World War 1 commemorations.	
8	<b>Heritage Advisory Panel Future Work Program</b>  Noel Reardon, Manager Heritage will discuss the work program with the panel members.	
9	<b>Consideration of Extraordinary Items</b>	



**1 Apologies**

An apology from Jim Mathers had been received.

**2 Declaration of Interest**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

**3 Confirmation of Minutes**

There are no minutes to confirm.

**4 Extraordinary Business**

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
  - (i) The reason why the item is not on the agenda; and
  - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
  - (i) That item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”