



**LIVERPOOL BUILT AND CULTURAL
HERITAGE ADVISORY COMMITTEE
CHARTER**

Adopted: 27 August 2025

TRIM: 320813.2025



1.0 NAME

Liverpool Built and Cultural Heritage Advisory Committee Charter (**Charter**)

2.0 INTERPRETATION

For this Charter:

“Built Heritage” means the physical structures, sites, and landscapes that are significant to a community and its history.

“Burra Charter” means a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia.

“CEO” means the Chief Executive Officer of Council;

“Chairperson” means the chair of the Committee;

“Colonial Heritage” means the period in Australia’s history from 1788 up until Federation and the associated Cultural and Built Heritage.

“Committee” means the Liverpool Built and Cultural Heritage Advisory Committee;

“Council” means the Liverpool City Council;

“Councillor” means an elected Councillor of the Council.

“Cultural Heritage” means the tangible and intangible heritage assets of a group or society that are inherited from past generations.

“ENAME Charter” means the United Nations Charter, which defines the basic principles of Interpretation and Presentation as essential components of heritage conservation efforts and as a means of enhancing public appreciation and understanding of cultural heritage sites.

“First Nations” means the Indigenous peoples, or the earliest known inhabitants of an area, also known as Aboriginal and Torres Strait Islander peoples.

“Intangible Cultural Heritage” means the practices, knowledge, and expressions that communities consider to be part of their cultural identity.

“Mayor” means the elected Mayor of Liverpool City Council; and

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“**Member**” means a member of the Committee.

“**Natural Heritage**” means the natural environment’s components that have value for the present and future generations.

“**Post Colonial Heritage**” means the period in Australia’s past from Federation to the current date and the associated Cultural and Built Heritage.

“**Tangible Cultural Heritage**” means things we can store or physically touch that are significant to a community and its history.

3.0 PURPOSE

- 3.1 The Built and Cultural Heritage Advisory Committee (BCHAC) has been established to primarily support the conservation and promotion of Built and Cultural Heritage within the Liverpool Local Government Area (LGA) by providing relevant community-based advice and assistance.
- 3.2 Advisory committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of the strategic priorities of Council.
- 3.3 In pursuing this purpose, the BCHAC will abide by and respect The Burra Charter: The Australian ICOMOS Burra Charter 1999. The Burra Charter provides guidance for the conservation and management of places of cultural significance and sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance.
- 3.4 Subjects in scope: heritage and cultural conservation, heritage issues such as social and cultural, environmental heritage, movable items and oral histories.
- 3.5 Subjects out of scope: Operational matters, but not to exclude consideration of current projects to suggest improvements, in accord with the review process for that project or initiative.

4.0 FUNCTIONS

The Committee shall:

- 4.1 Provide advice on the identification of heritage items and issues in the public realm and the establishment of principles and procedures for the Council to deal with those items and issues.
- 4.2 Provide advice and guidance on matters referred to the committee in line with its purpose by the Council.
- 4.3 Advise and assist Council in working with the community, to increase awareness of heritage matters through education and promotion,

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- such as “Heritage Week” events, publications, seminars, public displays and workshops;
- 4.4 Advise and make recommendations in relation to the management of the heritage collection at the Liverpool Regional Museum and Casula Powerhouse Arts Centre.
 - 4.5 Advise and assist Council in seeking external funding through third-party grants, such as grants through the Heritage Council of NSW or other available sources.
 - 4.6 Assist Council in achieving the development and implementation of various Council strategies and policies that support community connection to and celebration of the City and local communities.
 - 4.7 Providing advice on strategic cultural and built heritage and conservation issues, policy development and planning controls.
 - 4.8 Providing advice on the implementation of key projects and initiatives.
 - 4.9 Providing advice on how to raise awareness and promote behavioural change, and proactively engage the community on cultural and built heritage conservation matters.
 - 4.10 Provide oversight to the conservation and maintenance of Liverpool City Council’s Heritage Assets.

5.0 OBJECTIVES

The objectives of the Committee are to:

- 5.1 Provide a forum for input from the community and the professional heritage sector on matters of significance for heritage to the Liverpool LGA;
- 5.2 Promote the natural and cultural heritage of the Liverpool LGA by increasing community awareness and understanding of heritage conservation.
- 5.3 Advocate for the conservation of local heritage as a contributor to a sense of place and local identity;
- 5.4 Support Council in advancing the aims of the Liverpool Heritage Strategy, Comprehensive Heritage Study and the Liverpool Community Strategic Plan (as amended from time to time);
- 5.5 Support Council in the development and implementation of strategies, policies and programs related to heritage conservation;
- 5.6 Assist Council in the activation of heritage assets owned by Council for the local community.
- 5.7 Provide input to Council on heritage programming, exhibitions, education, and events; and
- 5.8 Support Council in the conservation and promotion of Council’s movable heritage collection.

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- 5.9 Review and advise on maintenance and conservation planning for Liverpool City Council's Heritage Assets, including proposed programs and budgets for each financial year.

6.0 COMMITTEE DELEGATIONS

- 6.1 The Committee shall have no power to incur expenditure.
- 6.2 The Committee does not have the power to bind Council and does not, of itself, assume the status or possess the rights of a legal entity.
- 6.3 Recommendations made by the Committee, which are determined by the CEO to be substantially operational in nature, will be dealt with by the relevant Director of Council, and any action or decision not to act will be reported to the Committee regularly.
- 6.4 Council employees are not bound by the direction of the Committee or any of its Members.

Reason: The BCHAC is a non-statutory community advisory committee with no delegations or powers assigned by the Local Government Act 1993 (NSW).

- 6.5 Committee Meeting Minutes will be tabled at the next available Governance Committee Meeting for Council consideration and endorsement before being tabled at the next Ordinary Meeting of Council.

Reason: To provide an opportunity for the Governance Committee to review and discuss any motions or matters raised by the BCHAC.

7.0 MEMBERSHIP

7.1 Remuneration

The Liverpool Built and Cultural Heritage Advisory Committee is a community advisory committee of Council, and no member on the committee is entitled to remuneration in accordance with the Local Government Act 1993 and Liverpool City Council's policies and procedures.

7.2 No Authority to Co-Opt

The Committee does not have the authority to co-opt any person to its membership.

7.3 Membership Structure

- 7.3.1 The Committee shall comprise a minimum of 6 and a maximum of 12 community representatives to be appointed to the committee.
- 7.3.2 The membership includes two (2) Councillors as appointed by Council. The Councillors will act as Chairperson and Deputy Chairperson.
- 7.3.3 It is anticipated that the majority of committee members will be residents.
- 7.3.4 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:
 - a. Qualifications or demonstrated experience in one of the following areas: planning; heritage; community development or services; indigenous; or resilience.
 - b. Ability to create or have existing connections with community groups, organisations or stakeholders within the Liverpool Local Government Area.
- 7.3.5 Where an assigned Councillor is not available to attend a Committee Meeting, another Councillor (not already a Member) and present at the meeting, can assume the vacant role for that meeting as a proxy.

7.4 Applications

- 7.4.1 Membership applications will take place through a publicly advertised Expression of Interest (EOI) process, after which a recommendation on the Committee membership will be submitted to the Council for consideration and endorsement.
- 7.4.2 Applications from an organisation representative must be accompanied by endorsed minutes from a meeting of that organisation's executive endorsing the representative.

Reason: To confirm that the nominee is an official representative of the organisation.

- 7.4.3 Where there is a likelihood of a conflict of interest during a Council meeting resulting in a lack of quorum, the Chief Executive Officer will be delegated to review and endorse the committee membership.

7.5 Nomination and Selection

- 7.5.1 Expressions of Interest to participate in the Committee will be called for through the Council notices posted in the local media and the Council's website, and social media accounts.
- 7.5.2 The membership criteria for the Committee include the following:
- a. Demonstrated interest in and knowledge of the heritage and history of Liverpool;
 - b. Demonstrated knowledge and/or skills in one of the defined skillsets, including:
 - i. Heritage Conservation and Management
 - ii. Historical Research
 - iii. Heritage Interpretation
 - iv. Aboriginal Cultural Heritage
 - v. Historical Archaeology
 - vi. Traditional Trades
 - c. Demonstrated interest in and knowledge of the challenges and opportunities affecting local heritage management;
 - d. A willingness to commit time to be actively involved in the Committee and to perform tasks related to Committee business;
 - e. Resident, ratepayer or a strong association with the Liverpool LGA, including a strong interest and understanding of the local heritage and history;
 - f. Demonstrated practical experience in the advocacy, promotion, and protection of heritage within the Liverpool LGA; and
 - g. The ability to effectively listen, cooperate and constructively participate as a Member.
- 7.5.3 All nominations will be reviewed by an internal panel including the Heritage Officer, Manager City Planning and one staff member independent of the Committee.,
- 7.5.4 All nominations shall be reviewed by the Council's Governance Officer before being presented to the Council for endorsement.

Reason: To provide transparency to the nomination process and ensure adherence to Council policy and the requirements of the Code of Conduct.

- 7.5.5 The advice and the assessment of the nomination panel will be submitted to Council for endorsement.
- 7.5.6 Despite the requirements of 7.4.2, a nomination from a person with extensive experience and knowledge in heritage conservation or management, but who lives outside the Liverpool LGA, may still be considered for membership of the BCHAC.

Reason: To provide any available opportunity to attract members with the technical knowledge and understanding of heritage conservation to ensure the best possible advice to Liverpool City Council.

7.6 Duties and Responsibilities of the Membership

- 7.6.1 To attend and participate in a compulsory induction workshop which will include information on the role of the BCHAC, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.

Reason: To ensure all committee members are aware of their obligations under the Code of Conduct and this Charter and understand how the committee will operate.

- 7.6.2 To attend and participate in meetings of the Heritage Advisory Committee (including any planning sessions and relevant training).
- 7.6.3 To work co-operatively with other members in achieving the aims of the BCHAC.
- 7.6.4 To raise issues of concern within the scope and objective of the BCHAC.
- 7.6.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 7.6.6 To participate in the discussion and to vote on the outcomes of the committee.
- 7.6.7 To provide advice and recommendations to the Council on items on meeting agendas.
- 7.6.8 To action and follow up on tasks established by the BCHAC and resolved by the Council.
- 7.6.9 To report back to existing networks within the communities they represent on the Council's role, responsibilities and its decisions relating to the BCHAC.

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- 7.6.10 To use existing networks to remain informed regarding the views and interests of a particular group/Community they represent.

Reason: The purpose of the BCHAC is to provide advice to Council in the preparation of policies, strategies or the undertaking of projects within the LGA. This includes using their existing networks within the community to identify historical information that may be relevant to a matter.

- 7.6.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at Meetings.

7.7 Council Roles and Responsibilities

7.7.1 Committee Convenor

The BCHAC is convened by a Council officer known as the "Committee Convenor". The Convenor will be the Heritage Officer or suitably appointed alternate staff member. The Convenor is responsible for:

- a. Set the agenda with input from members and/or Council, including allocation of time for agenda items.
- b. Attend each meeting.
- c. Ensure meetings are run according to the Council's Code of Conduct and the Committee Charter.
- d. Liaise between the BCHAC and other officers within Council as determined by the Heritage Advisory Committee's business;
- e. Finalise BCHAC minutes;
- f. Prepare Council reports on specific actions/recommendations from the BCHAC;

7.7.2 Secretariat

Secretariat support to the BCHAC will be appointed by the Council. The Secretariat will be responsible for:

- a. Setting of meeting dates;
- b. communicate meeting dates to members, staff and Councillors;
- c. distribute the agenda to members, staff and Councillors in accordance with the Charter;

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- d. manage RSVPs to meetings;
- e. Arrange appropriate catering for the meeting.
- f. Prepare draft minutes
- g. Finalise draft minutes within seven (7) days of the meeting
- h. Provide draft minutes to the BCHAC Convenor
- i. distribute minutes to members, staff and Councillors

7.7.3 Council Staff and Councillors

- a. Other Council staff will attend Committee meetings to observe or to address the Committee where a matter relevant to their position in Council has been included in the agenda;
- b. Convenor will notify Council staff within fourteen days (14) of the next meeting of the Heritage Advisory Committee if their attendance has been requested by the Committee.
- c. Council staff do not have any voting rights on the Committee.

7.8 Chairperson and Deputy Chairperson

- 7.8.1 The nominated Councillor will act as the Chairperson, with the second Councillor to act as Deputy Chairperson.
- 7.8.2 The role of the Chairperson is to preside over a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee.
- 7.8.3 The Chairperson can invite external subject matter experts to participate in Committee meetings from time to time as non-voting members; and
- 7.8.4 In the absence of the Chairperson, the Deputy Chairperson shall preside at the Committee meeting, and the Deputy Chairperson assumes all the rights and obligations of the Chairperson for that Committee meeting.

7.9 Quorum and Decision Making

- 7.9.1 The quorum to enable business to be transacted at meetings shall be half the membership plus one, including at least one Councillor to act as Chairperson.

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- 7.9.2 Observers or visitors at the meeting do not form part of the quorum.
- 7.9.3 In the absence of a quorum, 15 minutes after the scheduled start of the meeting, the Members present may discuss the agenda items, although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.
- 7.9.4 The Committee is to conduct business in accordance with Council's resolution of 24 March 2015 as follows:
- 7.9.5 Record all motions formally moved;
 - a. Record the identity of the mover and seconder of each such motion together with the voting outcome, and such other information as may be referred to under the Local Government (General) Regulation 2021 (NSW);
 - b. No longer record 'action items' (where it is not possible to identify the promoters (and dissenters) with respect to such items);
 - c. Record that declarations of conflicts of interest were called for at the commencement of each Committee meeting and the result of such call (even where no conflicts of interest were disclosed); and
 - d. Ensure the minutes of all Committee meetings are consistent with the format of Council meetings.
- 7.9.6 Committee recommendations are not binding on Council. To obtain Council endorsement, a Committee recommendation must be subsequently referred to a future meeting of Council for consideration and endorsement.

8.0 TERM OF OFFICE

8.1 Tenure

A person appointed to the Committee will continue as a member for the term of Council, or until the caretaker period before the next Local Government election. After which time, that person can reapply for Committee membership, pursuant to the procedure detailed at Clause 7, should they wish to be considered for appointment to the Committee again.

8.2 Casual Vacancy

- 8.2.1 Should a vacancy occur during the term of appointment, it will be filled by following the normal process for appointments (refer to Clause 7).

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- 8.2.2 A Member's position becomes vacant if:
- a. The Member dies;
 - b. The Member resigns membership by notice in writing to the Chairperson;
 - c. The Member is absent for more than three (3) consecutive meetings without the leave of the Chairperson, and the Committee votes to declare the Member's position vacant (refer to clause 8.3(c));
 - d. The Member misuses information or breaches confidentiality, and the Council resolves to remove the Member;
 - e. The Member is aggressive and/or uncooperative with Council staff or other members of the Committee, and Council resolves to remove the Member; or
 - f. Council otherwise resolves to remove the Member.
 - g. The member does not abide by Section 7.5 of this Charter.
- 8.2.3 Where a vacancy occurs within six (6) months of the end of the term of the current membership, the vacancy will not be filled.

8.3 Non-Attendance at Meetings

- 8.3.1 Ongoing membership of the Committee is subject to regular attendance and reasonable apologies. A Member must notify the Chairperson in writing of their planned absence from a Committee meeting as soon as practical.
- 8.3.2 Any Member aware that they will be absent for three (3) or more consecutive meetings must notify the Committee Chairperson in writing of the planned absence.
- 8.3.3 In the event of a Member being absent for three (3) or more consecutive meetings without apology and without the approval of the Committee, the Committee can vote on whether to declare the Member's position vacant, inform the Member of the outcome and fill the position as a casual vacancy in accordance with Clause 8.2.

8.4 Resignation from the Committee

Any Member wishing to resign from the Committee shall do so in writing to the Committee Chairperson. Resignation becomes effective from the

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date that the written notice is tendered to the Committee Chairperson, unless otherwise agreed between the resigning Member and the Committee Chairperson.

9.0 GENERAL PUBLIC

- 9.1 The Committee meetings will be open to members of the general public who may participate in the discussion, with the permission of the Chairperson. Voting rights are maintained by Members only.
- 9.2 Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.
- 9.3 Community members addressing the committee shall be limited to a maximum of three (3) minutes.

10.0 TIMETABLE FOR MEETINGS

- 10.1 Meetings will be held quarterly, subject to confirmation four weeks before each meeting, of agenda items requiring Committee discussion.
- 10.2 Member items for the agenda are to be submitted on the form provided at least two (2) weeks before the scheduled meeting.
- 10.3 A meeting will be limited to a maximum of 2 hours duration unless the Committee resolves to extend the length of the meeting to a particular time or the completion of business.
- 10.4 Extraordinary meetings may be called by the Chairperson of the Committee in consultation with the CEO (or his/her delegate).
- 10.5 A schedule for Committee meetings confirming the location, date and starting time for meetings will be distributed to Members.
- 10.6 Changes to scheduled Committee meetings may only be made if five (5) business days' notice has been given to all Members.

11.0 MEETING PRACTICE AND PROCEDURES

- 11.1 Committee meetings must be conducted in accordance with the Council's prevailing Code of Meeting Practice (as amended from time to time).
- 11.2 Minutes of meetings must be kept in accordance with the procedures set out in the Code of Meeting Practice.
- 11.3 The minutes of each Committee meeting will be submitted to the Governance Committee of Council for briefing the Councillors.

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- 11.4 The minutes of each Committee meeting will be submitted to the next Ordinary Meeting of Council for Council consideration and endorsement following the Governance Committee briefing.
- 11.5 The Committee must observe the provisions of any other relevant Council policy and procedure.
- 11.6 The Agenda of the committee will be consistent across all meetings, following a set run sheet:
 - i. Previous Business – review of items from previous minutes and any matters that needed to be reported back to the committee. (10 min)
 - ii. Report from Heritage Officer regarding update on state heritage nominations or ongoing projects (15min)
 - iii. Report from Local Studies regarding management of the collection and associated matters (15min)
 - iv. Report from Liverpool Regional Museum regarding exhibition planning and management, as well as management of the collection. (15min)
 - v. Presentation from Strategic Planning or Development Assessment in relation to any development applications or planning proposals where Heritage is a consideration. (30min)
 - vi. Presentation from Project Delivery and Facilities Management regarding the capital works program for Heritage assets and a regular update on maintenance. (30min)
 - vii. General Business (10 minutes)
- 11.7 Before the endorsement of the previous minutes of the Committee, ten minutes will be allocated to consider any actions endorsed and follow-up questions.
- 11.8 General Business for a maximum of 10 minutes will be allocated at the end of a committee meeting to provide committee members an opportunity to raise and discuss general matters.
- 11.9 During General Business, the time available for each committee member will be restricted to 2 or 3 minutes, depending on the number of committee members who wish to speak during General Business.
- 11.10 A register of actions and motions will be maintained for the Committee and presented with the minutes for the consideration of the Committee.
- 11.11 Meetings will be run in a hybrid format with in-person and TEAMS streaming facilitated.
- 11.12 Meetings will be held at either the Heritage Resource Library, Yellamundie, the Level 11 Boardroom, Civic Place or the Former Liverpool Courthouse. Notification of the venue will be made through the agenda sent out before the meeting of the Committee.

12.0 INSURANCE COVER

Members are currently covered by the Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee.

13.0 OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 13.1 All Members are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.
- 13.2 Should a Member be found to be in breach of Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 13.3 A breach of the Code of Conduct may result in that Member concerned being excluded from membership of the Committee.
- 13.4 If a Member has a pecuniary interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest as soon as practicable at the meeting and must not be present during any discussion or decision-making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 13.5 A Member who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a Member has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 13.6 A Member will deal with a non-pecuniary conflict of interest in at least one of these ways:
 - a. Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Member should consider explaining why it is considered that only a minimal or non-existent conflict exists; or
 - b. Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the

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issue, as if the provisions in Clause 4.29 of the Code of Conduct applied.

- c. Members declaring a conflict of interest, whether pecuniary or non-pecuniary, must complete a Declaration of Interest Form, which is to be signed by the CEO and retained by Council in accordance with the prevailing Code of Conduct and Ethical Governance: Conflicts of Interest Policy (as amended from time to time).

14.0 CONFIDENTIALITY AND MANAGING PRIVACY

- 14.1 Members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Members are required to maintain confidentiality and security in relation to any such information and not access, use, or remove that information, unless authorised to do so.
- 14.2 The *Privacy and Personal Information Protection Act 1998* (NSW) and the Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 14.3 Should a Member become aware of any breach of security or misuse of Council's confidential or personal information, they should inform the CEO immediately.

15.0 MEDIA PROTOCOL

- 15.1 The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- 15.2 No other Member is permitted to speak to the media in their capacity as a Member.

16.0 REVIEW OF THE COMMITTEE AND THIS CHARTER

- 16.1 Council will review the work of the Committee and this Charter every two (2) years.
- 16.2 The CEO shall be delegated to make minor amendments to this Charter, as required from time to time, such as formatting and grammar, to meet legislative requirements, NSW Government guidelines regarding heritage or changes to Council's structure. Amendments that are other than minor must be endorsed by Council.

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AUTHORISED BY

Council Resolution

EFFECTIVE FROM

27 August 2025

REVIEW DATE

27 August 2027

DEPARTMENT RESPONSIBLE

City Planning

VERSION

Version	Amended by	Changes Made	Date	TRIM Number
1	Council Resolution	Minor changes	26 August 2015	207351.2015
2	Council Resolution	Minor changes	16 December 2015	339482.2015
3	Council Resolution	Amendment to Functions, Membership, Quorum and Decision Making and General Public,	30 August 2017	242312.2017
4	Council Resolution	Amendment to functions, membership and nomination and selection criteria.	6 February 2019	044928.2019

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5		Charter amendment including change to name, functions, objectives, purpose, interpretation and adding duties and responsibilities.	06/01/2025	320813.2025
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REFERENCES

- Liverpool City Council: Code of Conduct
- Liverpool City Council: Code of Conduct Procedures
- Liverpool City Council: Code of Meeting Practice
- Liverpool City Council: Conflicts of Interest Policy
- Liverpool City Council: Privacy Policy