

# NZ Local Government Heritage Planner's Forum

## *Terms of Reference*

### Objectives

#### **1. A national forum to advocate and lobby central, regional and local government to:**

- Represent local government heritage issues at a national level.
- Utilise the collective strength of its membership to contribute efficacious advocacy and lobbying.
- Establish issues based working groups to determine and develop positive outcomes for common issues.
- Other issues as determined by the members.

#### **2. A national network to provide support and encourage information sharing for best practice cultural heritage management through:**

- Knowledge sharing and learning from the experience of other councils and individuals.
- Opportunities for training, mentoring and secondments .
- Encourage collaborative, mutually beneficial joint projects and partnerships between Councils.
- Pool resources for better outcomes and more efficient and effective use of resources.
- Other issues as determined by the members.

### Forum Members

- Membership is open to all regional and local council staff working as heritage planners or Council staff/management with a role in heritage management within local government, where the RMA and the LGA are the principal statutory planning provisions.
- Membership of the forum is free.
- Attend, contribute and offer to host meetings.
- May agree to contribute to and co-ordinate issues based working groups.
- Others interested agencies, consultants and individuals working in heritage but not with Council:
  - Are not eligible for membership of the forum
  - Shall be supplied with copies of minutes and advice if requested.
  - May be invited to attend select sessions and to present to the forum.

### Meetings

- Face to face meetings will be held at 6 monthly intervals.
- Meetings will move to different cities and councils around NZ.
- The host agency is responsible for arranging and contacting participants and co-ordinating the meeting, agenda and minute preparation and circulation.
- The meeting format will be an informal forum/network/discussion group in preference to a conference style with keynote speakers
- At the meeting each council will have an opportunity to provide an update of recent activities and issues.
- HPT, MfE, DOC, MCH, LGNZ heritage consultants and others may be invited to attend/present specific topics on agreed occasions.
- Issues based focus/working groups will investigate specific topics and report back on findings/conclusions/recommendations at meetings.

### Communication

- LGNZ are being approached to be the host organisation for the Forum. Once this arrangement has been formalised a range of opportunities will be made available to the Forum including posting of meeting minutes, contact details, information distribution etc will be emailed to members and made available through the LGNZ website

- Contact between meetings will be primarily by email and phone, unless other arrangements are agreed to.
- Networking between individuals is encouraged via e-mail or telephone.
- Membership contacts with email, phone etc will be established and kept updated – specialist interests and expertise can be identified.