



# **Extraordinary Meeting of Council**

**20 September 2017**

**UNDER SEPARATE COVER  
ATTACHMENTS**



**QUEANBEYAN-PALERANG REGIONAL COUNCIL  
EXTRAORDINARY MEETING OF COUNCIL**

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# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

20 SEPTEMBER 2017

ITEM 4.6            COUNCIL DELEGATIONS - CHIEF EXECUTIVE OFFICER

ATTACHMENT 1    ID FOR CEO ( GENERAL MANAGER)

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## INSTRUMENT OF DELEGATION TO GENERAL MANAGER

On Wednesday, 20 September 2017 the Queanbeyan-Palerang Regional Council (“**Council**”) resolved that:

1. All previous delegations of Functions the subject of this Instrument be revoked.
2. The person who from time to time holds the position of General Manager of Council (“**General Manager**”), being at the date of this instrument Peter Tegart, be delegated authority under section 377 of the LG Act, to exercise and/or perform on behalf of Council the Council’s Functions under all Legislation in force and as amended from time to time:
  - 2.a **Subject to** any condition or limitation on a Function specified in Schedule 1; and
  - 2.b **Excluding** those Functions:
    - i. that are expressly prohibited from delegation as listed under Section 377 of the LG Act;
    - ii. which are expressly required by legislation to be exercised by a resolution of the Council.
3. The General Manager be sub-delegated authority to exercise and/or perform on behalf of Council the Functions delegated to the Council under, and in accordance with, the instrument of delegation to the Council set out in **Schedule 2**, **excluding** those Functions which pursuant to the terms of the delegation to the Council may not be sub-delegated.
4. The General Manager be conferred authority to carry out the Policy Authorities listed in **Schedule 3** and undertake any administrative actions necessary to carry out those Policy Authorities.
5. The General Manager be delegated any Function which is taken to be conferred or imposed on the Council pursuant to section 381(1) of the LG Act.
6. In the absence of the General Manager that a person appointed by resolution to act as General Manager assume all Functions, delegations, and sub-delegations of the General

Manager for the period only of the absence of the General Manager unless otherwise resolved by the Council.

7. These delegations and authorities are subject to, and are to be exercised in accordance with:

- a.a the requirements of the relevant Legislation;
- a.b any conditions or limitations set out in **Schedule 1** and **Schedule 3**; and
- a.c any resolution or policy, procedure or budget adopted from time to time by the Council.

8. These delegations and authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.

9. In this delegation:

- o **“Functions”** means powers, authorities, duties and functions and anything ancillary or related to the exercise or performance thereof.
- o **“Legislation”** means legislation enacted by the parliament of New South Wales and the parliament of the Commonwealth of Australia, including an Act, regulation made under an Act, by-law, rule or ordinance.
- o **“LG Act”** means the *Local Government Act 1993* as amended.

## Schedule 1: Limitations

Part A – Limitations applicable to specific statutory Function (if any)	
Legislation	Limitation (if any)
N/A	N/A
Part B – General Limitations	
N/A	

## Schedule 2: Instruments of Delegation to Council

Delegator	Instrument Name	Date Of Instrument
Roads and Maritime Services	Section 50 of the Transport Administration Act 1988	Tuesday, 1 November 2011
Roads and Maritime Services	Section 50 of the Transport Administration Act 1988	Tuesday, 1 November 2011
Roads and Maritime Services	Section 50 of the Transport Administration Act 1988	Tuesday, 1 November 2011
Department of Fair Trading NSW	Instrument of Delegation under section 21 of the Plumbing and Drainage Act 2011	Tuesday, 1 January 2013

## Schedule 3: Policy Authorities

Code	Policy Authority	Conditions / Limitations (if any)
Administrative	<ol style="list-style-type: none"> <li>1. Authorised to sign all correspondence, documentation and notices prepared in respect of the day to day operations of the position on the Council letterhead as relevant in the execution of the duties of the position.</li> <li>2. Authorised to sign and execute documents pursuant to section 683 of the <i>Local Government Act 1993</i>.</li> <li>3. Authorised to sign and seal documents, in conjunction with the Mayor, in accordance with Clause 400 of the Local Government (General) Regulation 2015.</li> </ol>	N/A



	<ol style="list-style-type: none"><li>4. Authorised to sign agreements or memoranda on behalf of Council in accordance with the Integrated Plan.</li><li>5. Authorised to sign hire agreements and send letters for breaches of hire agreement.</li><li>6. Authorised to make media statements and issue press releases in respect of Council's resolutions and decisions and to respond to other media matters as appropriate.</li><li>7. Authorised to represent Council on external committees and at external events.</li><li>8. Authorised to suspend Alcohol-Free Zones for community events.</li><li>9. Authorised to authorise filming within public roads, public reserves, car parks, and community facilities in the local government area where normal Council requirements have been met.</li><li>10. Authorised to make corrections to the Minutes, and determine if such changes are so insignificant that the formal variation is not required.</li><li>11. Authorised to submit late confidential items with respect to legal matters to each Ordinary or Committee meeting as required.</li></ol>	
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	<p>12. Authorised to sign legal agreements.</p> <p>13. Authorised to receive subpoenas.</p> <p>14. Authorised to determine the level of representation in any court proceeding.</p> <p>15. Authorised to instruct solicitors on legal matters and to apply for costs where the circumstances warrant.</p> <p>16. Authorised to allow persons to show cause as to why legal proceedings should not be instigated against them, and determine the outcome of the submission.</p> <p>17. Authorised to instigate proceedings in a Court of Law for all matters administered by the Council.</p> <p>18. Authority to withdraw legal actions from a Court or other hearing where advice from Council's legal representative has indicated that such withdrawal or discontinuance is in Council's interest as the matter is likely to be lost.</p> <p>19. Authority to discuss appeals against Council decisions with applicants, and to agree to amendments to matters where it is considered they could not be successfully defended in an appeal to the Courts.</p>	
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	<p>20. Authority to sign documentation for the sale and purchase of land on behalf of Council.</p> <p>21. Authorised to sign lease and licence agreements over property on behalf of Council.</p> <p>22. Authority to consent, as owner, on behalf of Council's land, for the lodgement of development and building applications.</p> <p>23. Authorised to present Certificates of Australian Citizenship after applicants have pledged the Oath or Affirmation of Allegiance, as provided by the <i>Australian Citizenship Act 2007</i>.</p> <p>24. Authority to deal with Industrial Disputes within the terms of existing awards and conditions.</p> <p>25. Authority to undertake negotiations with other authorities, private enterprises, individuals and the like on behalf of Council.</p> <p>26. Authority to control, manage, and supervise Council property.</p> <p>27. Authority to authorise the use of Council plant and equipment.</p> <p>28. Authority to undertake an work of a maintenance nature, which requires attention and is covered by the</p>	
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	<p>general maintenance moneys voted by Council.</p> <p>29. Authority to appoint, administer and terminate the services of consultants and/or subcontractors in accordance with the contract.</p> <p>30. Authorised to approve all leave applications, including Leave Without Pay.</p> <p>31. Authority to authorise the attendance of staff at conferences, seminars and training events/courses within budget.</p> <p>32. Authority to appoint or reclassify relevant staff of Council subject to all appointments being within the established numbers as determined by Council.</p> <p>33. Authority to authorise timesheets and overtime.</p> <p>34. The delegated officer is deemed to be an officer of the public authority for the purposes of s252 of the <i>Work Health and Safety Act 2011</i>.</p> <p>35. The delegated officer must not exercise any function delegated herein if the exercise of that function would be inconsistent with or contrary to:</p> <ul style="list-style-type: none"><li>○ The provisions of the <i>Local Government Act 1993</i>; and</li></ul>	
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	<ul style="list-style-type: none"> <li>○ Any adopted code, policy, directive, resolution of Council, or Council process at the time when it is proposed to exercise the function. Any variation must be supported by justification that the objectives of the particular standard can be achieved without detriment.</li> </ul>	
Financial	<ol style="list-style-type: none"> <li>1. Authority to authorise payment in accordance with the Operational Plan.</li> <li>2. Authority to approve orders, subject to the actions being within the available budget and within the positions financial delegation.</li> <li>3. Authority to make credit card purchases to the limit of the positions financial delegation.</li> <li>4. Authority to check and certify accounts for payment in accordance with any relevant Authorities.</li> <li>5. Authority to authorise contractor and consultant payments within the positions financial delegation, and not exceeding the approved contract sum.</li> <li>6. Authority to authorise contract payment where contracts have already been approved by Council and are within the positions financial delegation.</li> </ol>	N/A

	<p>7. Authority to authorise petty cash purchases as per Council's Purchasing Policy and subject to the actions being within the available budget and within the positions financial delegation.</p> <p>8. Authority to determine the amount of any bond required to be lodged by developers and security for completion of works.</p> <p>9. Authority to authorise the release of funds and/or bank guarantees where the required contract works of service undertaken for Council have been carried out to the Council's satisfaction.</p> <p>10. Authority to approve debtors in accordance with Statutory or Council approved fees and charges.</p> <p>11. Authority to call tenders.</p> <p>12. Authority to waive a fee or charge where circumstances warrant such a fee or charge being waived and the fee does not exceed \$1, 000.00.</p> <p>13. Authority to sell old materials, spoilt or obsolete equipment, where the individual value is less than \$1, 000.00</p> <p>14. Authority to write off debts up to \$2, 000.00 considered uneconomical to recover.</p>	
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	<p>15. Authority to waive disputed water accounts up to the value of \$1, 000.00 subject to there being a justification based on Council equipment failure or the loss of water caused by an action of Council staff. All disputes over \$1, 000.00 must be referred to Council for determination subject to there being justification in the form of Council equipment failure or the loss of water being attributable to an action by Council staff and all disputes not falling within the above category be dealt with on the basis that all water registered as passing through the meter is subject to charge in accordance with current fees and charges.</p> <p>16. Authority to expend funds in relation to travel expenses.</p> <p>17. Authority to authorise the payment of travelling expenses where such function is outside the ACT-Queanbeyan area.</p> <p>18. Authorised to approve applications for payment of accrued long service leave.</p> <p>19. To negotiate and execute (with the Mayor) the purchase of sale of land within a maximum range adopted by Council and subject to any other conditions that Council may require where Council has resolved to purchase or sell land. To extend for a period of not more than four (4) weeks, the date of completion set</p>	
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	<p>down in a contract of sale where deemed appropriate.</p> <p>20. Authority to apply for grants.</p> <p>21. Authority to sign purchase and maintenance contracts for goods and services.</p> <p>22. Authority to provide or issue grants of money up to the value of \$5, 000.00 in accordance with Council Policy.</p>	
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Pursuant to a Resolution of the Council at its meeting of Wednesday, 26 July 2017,  
26 July 2017

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Tim Overall

Mayor / Councillor

Date: Wednesday, 26 July 2017

Review date: Friday, 28 September 2018

## **General Manager's acknowledgement of Delegations of Authority**

I, Peter Tegart, currently employed by the Council in the position of Chief Executive Officer (General Manager), do hereby acknowledge that I have read and understood this Instrument of Delegation and that I will perform these delegations and authorities in accordance with this Instrument of Delegation and my position description.



Chief Executive Officer (General Manager) of Queanbeyan-Palerang Regional Council

Date:

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# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

20 SEPTEMBER 2017

ITEM 4.8            APPOINTMENT OF COMMITTEE DELEGATES AND  
                         REPRESENTATIVES 2017-2018

ATTACHMENT 1    TERMS OF REFERENCE - ALL COMMITTEES

# QPRC



## PLANNING AND STRATEGY COMMITTEE

### TERMS of REFERENCE

#### Membership

The Planning and Strategy Committee is formed as a committee of the whole comprising all councillors and chaired by the Mayor.

#### Purpose

The Committee's purpose is to determine matters and adopt or amend policies or strategic plans primarily related to development, planning, environment and strategic landuse in the Queanbeyan-Palerang Local Government Area.

#### Delegations

1. The Planning and Strategy Committee has delegated authority in accordance with Section 377 of the *Local Government Act 1993* to determine matters pursuant to the:
  - *Environmental Planning and Assessment Act 1979*
  - *Local Government Act 1993*
  - *Swimming Pools Act 1992.*
  - *Roads Act 1993*
  - *Public Health Act 2010*
  - *Heritage Act 1977*
  - *Protection of the Environment Operations Act 1997*
2. The delegation excludes:
  - The decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6 of the Local Government Area.
  - The review of a determination made by Council and not by a delegate of the Council, of an application for approval or an application that may be reviewed under Section 82A of the *Environmental Planning and Assessment Act 1979*.
  - Decisions relating to Development Applications carried out on Community Land except where:
    - the development involves the erection, rebuilding or replacement of a building; or
    - it involves extension to an existing building that would occupy more than 10 per cent of its existing area, or
    - the development involves intensification, by more than 10 per cent, of the use of the land
    - the location of the development has not been specified in the plan of management applying to the land

- However, the following buildings are exempt from these requirements and can be dealt with under delegation:
    - toilet facilities,
    - small refreshment kiosks,
    - shelters for persons from the sun and weather,
    - picnic facilities,
    - structures (other than accommodations for spectators) required for the playing of games or sports,
    - playground structures,
    - work sheds or storage sheds,
    - buildings of a kind prescribed by the regulations.
    - adoption of street names.
  - Any function specified in Section 377(1) of the *Local Government Act 1993* which is specifically listed in subclause (a) to (u) of that section.
3. The Committee may conduct site inspections.
  4. The Committee may nominate representatives to planning and statutory committees and panels.
  5. Committee meetings will be live streamed via Council's webcast system.

[Updated 11 Sep 2017]



# Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee Charter

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## 1. Objective

The objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to the Queanbeyan-Palerang Regional Council on risk management, control framework, external accountability, legislative compliance, internal audit, external audit and process improvement responsibilities.

## 2. Authority

The Council/Administrator authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain information it needs from any employee or external party;
- Discuss any matters with the internal audit service provider and external auditor or other external parties;
- Request of the General Manager the attendance of any employee at Committee meetings;
- Obtain external legal or other professional advice considered necessary to meet its responsibilities, including requesting their attendance at a meeting. Prior discussion with the General Manager must be obtained to determine appropriateness of any reimbursement by Council for external legal or other professional advice; and
- Have private meetings with the internal audit service provider, external auditor, or other personnel without management present.

## 3. Composition and Tenure

The Committee will consist of:

### 3.1 Members (voting)

- One member nominated by Council/the Administrator.
- Three independent external members (not a member of the Council), one of whom shall be elected as the Chair and one as the Deputy Chair.

### 3.2 Attendee (non-voting)

- General Manager.
- Council manager and staff responsible for providing secretariat services to the Committee.

### 3.3 Invitees (non-voting) for specific Agenda items

- Representative of the contracted internal audit service provider(s).
- Representatives of the external auditor.
- Other Council officers may attend by invitation from the Committee through the General Manager.

Initially, the Chair shall be appointed for a three year term and the other two independent members shall be appointed for two years and one year respectively (to be decided by lot).

This will ensure that an independent member is to be appointed each year to ensure continuity. An option for a two year extension will be considered following a formal review of performance.

The independent external members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Queanbeyan-Palerang Regional Council. At least one independent external member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

## 4. Role and Responsibilities

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council/Administrator and the General Manager as defined by the Local Government Act.

Development and day-to-day maintenance of internal controls and risk management strategies and practices remains the function of Council's management.

The responsibilities of the Committee may be revised or expanded by the Council/Administrator from time to time. The Committee's responsibilities are to assess the effectiveness of the Queanbeyan-Palerang Regional Council frameworks, actions and controls as outlined below.

### 4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud and corruption;
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business recovery and continuity planning arrangements, including whether plans have been tested periodically.



#### 4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

#### 4.3 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements attesting the adequacy of internal controls;
- Review the external audit opinion, including whether appropriate action has been taken by Council in response to audit recommendations and adjustments;
- To consider contentious financial reporting matters in conjunction with Council's management and external auditors;
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations; and
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

#### 4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

#### 4.5 Internal Audit

- Act as a forum for communication between the Council/Administrator, General Manager, senior management and internal audit;
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan;
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- Monitor the implementation of internal audit recommendations by management;
- Annually review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place; and
- Annually review the performance of Internal Audit, and ensure an independent external assessment is undertaken every five years.



#### 4.6 External Audit

- Act as a forum for communication between the Council/Administrator, General Manager, senior management and external audit;
- Provide input and feedback on the financial statements and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided;
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management; and
- Consider significant issues raised in relevant external audit reports and better practice guides, recommend actions that should be implemented and ensure appropriate action is taken.

#### 4.7 Process Improvement

- Satisfy itself that the Council's program for transition and improvement of operational processes is appropriately managed.

#### 4.8 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Queanbeyan-Palerang Regional Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

### 5. Reporting

5.1 At the first Committee meeting after 30 June each year, management will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators; and
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.

5.2 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

5.3 The Audit Committee will report directly to Council/the Administrator at least annually on the management of risk and internal controls.

5.4 The Committee's Minutes will be presented to Council/the Administrator as part of the Council Business Papers.

5.5 Council/the Administrator may request the Committee Chair to answer any enquiries regarding the operation of the Audit Committee.

### 6. Administrative arrangements

#### 6.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial statements and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The meeting plan will cover all Committee responsibilities as detailed in this Charter.

#### 6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee voting members, including at least two independent external members. Meetings can be held in person, by telephone or by video conference

The contracted internal audit provider(s) will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request, through the General Manager, for other employees to participate for certain agenda items, as well as the external auditor.

#### 6.3 Secretariat

Council management will arrange to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

Once the minutes have been approved by the Chair, the Secretariat shall arrange for the minutes to be provided to Council/the Administrator.

#### 6.4 Conflicts of Interest

Committee members must comply with the applicable provisions of Council's Code of Conduct.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

#### 6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

#### 6.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee annually. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

#### 6.7 Review of Audit Committee Charter

At least once every two years the Committee will review this Charter.

Any change to the Charter is by endorsement of the Committee, and agreed to by Council/the Administrator.

## 7. Approval of the Charter

Endorsed:

Audit, Risk and Improvement Committee

/ /

Approved:

Mayor

/ /



## TERMS OF REFERENCE

### QPRC AUSTRALIA DAY COMMUNITY AWARDS COMMITTEE

**1. Role**

To organise and process nominations for the annual community awards for Australia Day each year

**2. Membership**

Membership of the Committee comprises:

- The Mayor
- Portfolio General Manager Community Choice
- Service Manager Culture & Recreation

The Mayor will be the Chair of the Australia Day Organising Committee.

**3. Meetings**

- Meetings will be on an as required basis leading up to January each year.
- Meeting recommendations will be reported to Council for endorsement

**4. Secretarial Support**

The Service Manager Culture & Recreation will provide secretarial support to the Committee.

**5. Quorum**

A Quorum for the Committee will be two (2) members



## TERMS OF REFERENCE QPRC AUSTRALIA DAY ORGANISING COMMITTEE

### 1. Role

- To organise with the assistance of community groups Australia Day celebrations each year

### 2. Membership

Membership of the Committee comprises:

- Council delegate
- Portfolio General Manager Community Choice
- Service Manager Culture & Recreation
- Up to Five (5) Community Group Representatives from groups such as Legacy, Rotary, Red Cross, Scouts and Lions Clubs

Councillor delegate will be the Chair of the Australia Day Organising Committee.

### 3. Meetings

- Meetings will be on a as required basis commencing up to 6 months leading up to January.
- Meetings will be reported to Council for endorsement

### 4. Secretarial Support

The Service Manager Culture & Recreation will provide secretarial support to the Committee.

### 5. Quorum

A Quorum for the Committee will be four (4) members



**QUEANBEYAN-PALERANG REGIONAL COUNCIL CONSULTATIVE COMMITTEE  
ON ABORIGINAL ISSUES**

**TERMS OF REFERENCE**

**AIM**

To provide a vital link between Queanbeyan-Palerang Regional Council and the local Aboriginal community, respecting the Aboriginal community's rights to self-determination and community empowerment for the enrichment of the Queanbeyan-Palerang community as a whole.

**OBJECTIVES**

- The primary objective of the committee is to provide advice to Council in order to encourage and facilitate the development of the Queanbeyan-Palerang Aboriginal community.
- To support and co-operate with Aboriginal people and other organisations committed to increasing reconciliation and respect for Aboriginal culture and history, both past and present.
- To promote and advocate for Aboriginal culture in the everyday life of the Queanbeyan-Palerang community through the provision of appropriate signage, artwork, information and cultural awareness programs.
- To encourage and facilitate Council and community groups to provide or obtain funding for programs which will benefit the local Aboriginal community.
- To provide advice about Council's programs, services and facilities and to participate on Council's committees/working parties to ensure that they are accessible to and appropriate for the local Aboriginal community.
- To promote and encourage employment and career development opportunities for Aboriginal people within Council.
- To develop and support appropriate celebrations of Aboriginal culture in conjunction with Reconciliation Week, NAIDOC Week, Heritage Week, Australia Day and other relevant events.
- To encourage Aboriginal people to participate and become involved in the political processes of Council.

**QUORUM**

Committee membership to comprise a quorum of five members, with at least three of those being members of the Aboriginal community.

*\* Please note the numbers for the quorum are due to the fluid nature of organisational members on the committee.*



#### **COUNCILLOR REPRESENTATIVES**

- Two Councillor Representatives elected by Queanbeyan-Palerang Regional Council.

#### **COUNCIL STAFF REPRESENTATION (non-voting delegates)**

- Manager Community and Cultural Development
- Aboriginal Community Liaison and Projects Officer
- Other officers as invited

#### **COMMUNITY REPRESENTATIVES**

- Ngambri representative
- Ngunnawal representative
- Walbunga representative
- Local Aboriginal Community
- Invitations can be extended to other individuals to attend.

#### **ORGANISATIONAL REPRESENTATIVES**

- Ngambri Local Aboriginal Land Council
- Pejar Local Aboriginal Land Council
- Mogo Local Aboriginal Land Council
- Ulladulla Local Aboriginal Land Council
- Batemans Bay Local Aboriginal Land Council
- Cobowra Local Aboriginal Land Council
- Bodalla Local Aboriginal Land Council
- Southern NSW Local Health District
- Centrelink
- Department of Prime Minister and Cabinet
- Schools as Community Centres
- Barnardos Queanbeyan
- Monaro Local Area Command
- Queanbeyan Schools
- Braidwood School
- Captains Flat
- Bungendore School
- Queanbeyan Aboriginal Education Consultation Group
- Department of Ageing, Disability and Homecare
- Department of Juvenile Justice
- Burrunju Aboriginal Corporation
- Department of Housing
- Department of Education and Training
- Your Place Housing
- Munjuwa Aboriginal Corporation
- Habitat Personnel
- Any other service providers or Aboriginal peoples/communities.
- Invitations can be extended to other organisations to send representatives.

*Please note each organisation is asked to nominate a representative and an alternate delegate.*

#### **MEETING FREQUENCY AND DETAILS**

Meetings will be held bi-monthly on a day and time mutually agreed by the committee. Changes to the day and time of meetings must be agreed by formal resolution of the committee. Each bimonthly meeting of the committee will be a formal meeting.

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The Chairperson is empowered to call extraordinary meetings as required. The Chairperson will be one of the nominated Councillors.

Meetings will take place in a mutually agreed location, at either Queanbeyan, Bungendore and Braidwood as decided by the committee with the venue for the next scheduled meeting to be resolved prior to the end of each meeting.

Participation on the committee is on a voluntary basis and members will not receive any remuneration for their time and participation.

Council however will provide for the payment of travel expenses to members of the QPRC Consultative Committee in line with the Payment of Expenses for Councillors Policy being for meetings held in townships which are not their community of representation as per the details and conditions set out in the Council Report of 28 June 2017 (Item 8.2).

Members of the committee are required to act in accordance with the NSW Office of Local Government's *MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW (November 2015)*.

### **Working groups/teams**

Working groups may be established by the committee to work towards achieving specific aims and objectives. The working groups will comprise committee members and others required to achieve the desired outcomes. Working groups may include existing working groups to avoid duplication, possibly with additional relevant members. Working groups and teams report back to the Committee and, therefore, their reports will be included in the reports to Council.

[ToR updated 11 Sep 2017 to include travel reimbursement provisions as adopted by Council meeting of 28 June 2017 ref. C17776133]