



**QPRC CULTURAL DEVELOPMENT AND PUBLIC ARTS
ADVISORY COMMITTEE**

TERMS OF REFERENCE

September 2017

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Background

Queanbeyan-Palerang Regional Council has a strong commitment to support and promote the development of arts and culture in its local government area.

An amalgamated Cultural Development and Public Art Advisory Council was established by the former Queanbeyan City Council in September 2014. This combined committee has been carried forward into QPRC's committee structure to provide advice to Council and support for activities and collaboration that inspires and strengthens community cultural development in a range of art and cultural genres throughout Queanbeyan-Palerang region.

Council's Objectives for Cultural Development and Public Art

The *Queanbeyan Cultural Plan 2014 - 2017* has been developed to assist Council to build on the many cultural initiatives already underway in the City, and to respond effectively to the emerging cultural needs of the broader community. This Cultural Plan is currently under review to provide for a wider Queanbeyan-Palerang outlook.

Culture defines who we are, what we do and what is important to us. It reflects the identity of the local community, the diversity of its people and their rich histories and heritage. It is recognised that culture plays an important role in building strong, vibrant and cohesive communities, and contributes strongly to the local identity, sense of place, amenity and quality of life. The culture of Queanbeyan-Palerang is regarded as spirited, down to earth, unpretentious, self-respecting with a strong, honest character.

The plan is linked into Council's broader Integrated Planning processes, and it identifies sustainable cultural strategies for Council to consider and integrate into its overall planning functions with the aim of:

1. Building on the success of the Public Art programme with more public art projects to be included in the City Centre redevelopments and across the region;
2. Foster a strong community involvement in developing cultural and arts projects, such as local mosaics and murals;
3. Develop a public art programme to enrich and enhance community spaces in the newly developed areas such as Googong; and
4. Work more closely with the business community to develop cultural and arts projects for the Queanbeyan-Palerang Region.

The *Cultural Plan 2014-17* identified areas of focus around:

- Council Cultural Support;
- Cultural Identify and Diversity;
- Aboriginal Culture;
- Public Art; and
- Cultural Economy and Cultural Tourism.

It is envisaged that these areas of focus will continue under the next iteration of the Cultural Plan.

The Role of the QPRC Cultural Development and Public Art Advisory Committee:

- To support the implementation of Council's Cultural Plan, and report to Council on a quarterly basis on progress;
- To advise Council in relation to art and cultural initiatives provided by Council for the local Queanbeyan-Palerang community across a variety of art genres;
- To provide recommendations to Council on identified priority public art initiatives and opportunities in the Queanbeyan-Palerang Region with costs detailed;
- To promote art and culture as essential components of a healthy vibrant community;
- To support community engagement strategies with a focus on community participation and capacity building in cultural and art initiatives sponsored or managed by Council;
- To maximise resources provided for arts and culture outcomes; and
- To identify areas of art and cultural importance for development within the Queanbeyan-Palerang community.

The QPRC Cultural Development and Public Art Advisory Committee members *will not*:

1. Be involved in operational or staffing matters overseen by the Service Manager Community and Culture; nor.
2. Manage or initiate financial arrangements or incur any financial or legal liability which is not endorsed by Council resolution.

Membership

The QPRC Cultural Development and Public Art Advisory Committee will consist of:

1. Council Representatives

- One elected member as Chair of the Cultural Development and Public Art Advisory Committee; and
- One elected member as alternate Chair.

2. Community Representatives

The QPRC Cultural Development and Public Art Advisory Committee will have a minimum of six (6) community members, including two (2) practising artists living or working within the community.

Community members from Queanbeyan-Palerang with significant expertise in one or more of the following areas will be invited to nominate as member of the Cultural Development and Public Art Advisory Committee:

- Public art;
- Community art involvement in any art genre;
- National or international art experience;
- Have a role with agencies or organisations involved in the delivery of arts and cultural outcomes in the local community;
- Manage local community or business endeavours associated with the arts; and /or
- Be a practicing artist in any genre.

All community positions are voluntary.

The Cultural Development and Public Art Advisory Committee will be chaired by the elected Council Representative and convened by the Service Manager Community and Culture or the Cultural Development Coordinator.

3. Council Staff

The following staff members will attend the meetings as observers and do not have voting rights. They will provide information and/or secretariat support.

- Service Manager Community and Culture;
- Cultural Development Coordinator;
- Artistic Director, Performing Arts

Other staff may be invited as required.

Term of Membership

The Community Representatives will be appointed for a term of two years. Membership of the Committee is voluntary and members do not receive any remuneration or benefit from Council.

Meetings

The QPRC Cultural Development and Public Art Advisory Committee will meet quarterly from 5.30 pm on the first Monday of December, March, June and September or nearest suitable date in Council's Chambers. Extra meetings may be held if necessary at the discretion of the Chairperson.

The members of the QPRC Cultural Development and Public Art Advisory Committee will comply with Queanbeyan-Palerang Regional Council's Code of Meeting Practice and the quorum will be half plus one of full voting membership.

Minutes of the meetings will be presented to the next ordinary Council meeting (agenda permitting) for endorsement.

Code of Conduct

The members of the QPRC Cultural Development and Public Art Advisory Committee are required to abide by Council's Code of Conduct and Code of Meeting Practice.

[Updated 12 Sep 2017]



TERMS OF REFERENCE DANGEROUS DOG PANEL

1. Role

To exercise the functions of a Dangerous Dogs Panel pursuant to the Companion Animals Act to:

- To discuss dog attacks and make a decision in regard to the classification of the dog to determine the level of control in accordance with the provisions of the Companion Animals Act as per Annexure M below.

2. Membership

- One (1) Councillor
- Two staff members independent of the incident investigation appointed by the General Manager.

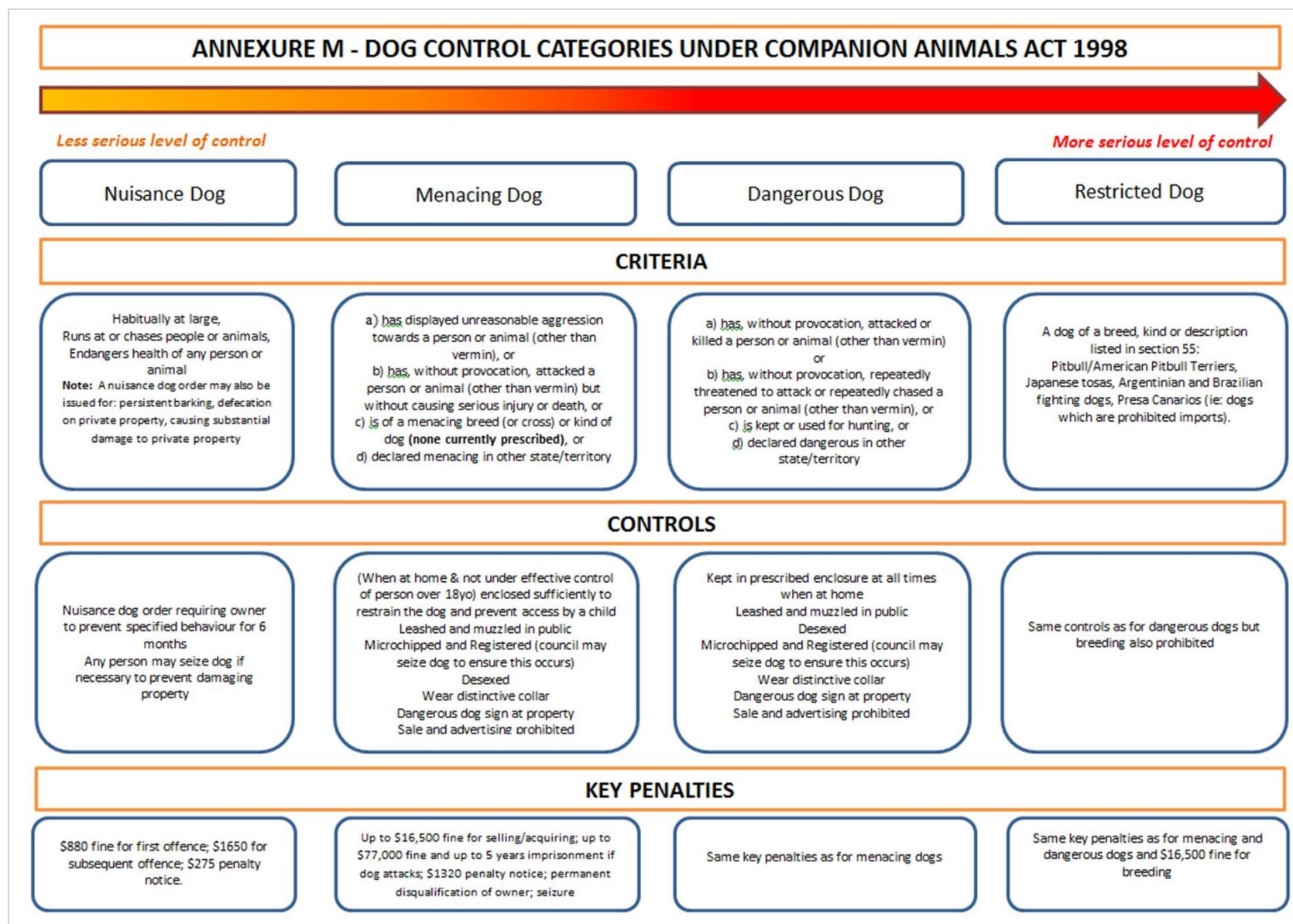
3. Meetings

Meetings will be on a as required basis.

Secretarial support and advice to committee will be provided by the Service Manager Customer & Communications and Animal Management Coordinator

4. Quorum

A Quorum for the meeting will be two (2)





TERMS OF REFERENCE QPRC ACCESS COMMITTEE

1. Background

At the Council meeting of 24 May 2017 Council adopted a Disability Inclusion Action Plan. One of the Key Actions identified in this Plan is to 'establish an Access Committee'. The purpose of a QPRC Access Committee is to provide informed advice to Council on the development, implementation, monitoring and review of policy, strategies and plans to advance the accessibility of the area and the inclusion of people with a disability.

2. Role

The role of the committee is to:

- Assist Council to identify and remove barriers preventing the participation of people with disability in the life of the Queanbeyan-Palerang LGA.
- Identify issues of concern and impacts relating to people with disabilities living in Queanbeyan-Palerang
- Provide advice to relevant sections of Council on matters of access and inclusion of people with disability.
- Advise and make recommendations to Council on matters relating to access for people with disabilities to Council facilities and services and within the community generally.
- Input into the development of strategies to increase access and inclusion within the Queanbeyan-Palerang LGA.
- Oversee the implementation and review of actions identified in Council's Disability Action Plan.

3. Committee Operation

- The QPRC Access Committee is convened by Council's Service Manager Community & Culture or delegated officer who will attend meetings as a resource person and will be responsible for taking and distributing minutes, coordinating the agenda, inviting relevant Council officer's to attend in relation to agenda items, arranging the meeting venue, organising refreshments, and coordinating any assistance required by members (with disability) to participate.
- Minutes of the Committee will be reported to Council for endorsement.
- Membership of the committee will consist of seven (7) members:
 - One (1) Councillor who will act as Chair
 - People living or working with a disability from within the LGA – Two (2) representatives
 - Family members of those living with disability – Two (2) representatives

- Agencies providing services to people with a disability – (Two (2) representatives
- Relevant staff will attend meetings as deemed appropriate by the Service Manager Community & Culture to provide advice to assist with the Committee's deliberations.
- Membership of the committee will be determined every two years, with the exception of Councillor Representatives who will be appointed every September.
- Members are appointed in an individual capacity based on skills and experience and not as representative of a particular group.

4. Selection of Committee members

Membership of the Committee will be by expression of via public advertisement. Applicants will be asked to outline their interest in one or more of the following areas;

- Built environment and urban planning including public domain, public amenities and services
- Information, media and communications
- Economic participation
- Housing
- Transport
- Arts, culture
- Recreation
- Civic participation
- Events and festivals
- Legislation underpinning access and inclusion (including the DDA and UN CRPD)

In addition, any skills or experience is also valued in areas such as;

- Strategic planning
- Change management
- Policy development (including disability policy reforms)
- Consultation
- Community education

5. Meetings

Meetings will be held on a quarterly basis to be determined by the Committee at its inaugural meeting.

A Quorum for the meeting will be four (4)

[12 Sep 2017]



TERMS OF REFERENCE QPRC HERITAGE ADVISORY COMMITTEE

1. Role

The role of the QPRC Heritage Advisory Committee is:

- To provide a coordinated body representative of the community and Council to give advice on heritage issues pertaining to the local government area
- Monitor the implementation of council's heritage policy
- Raise community awareness of heritage issues
- Review funding submissions for access to Council's heritage fund

2. Membership

- One (1) Councillor and three (3) community representatives plus one (1) representative from local historical societies.
- The Portfolio GM Natural Built Character will also be a voting member of the Committee.
- The delegated Councillor will be the Chair of the Heritage Advisory Committee.

3. Meetings

Meetings will be on a bi-monthly basis on the third Monday of the month at the Council Chambers.

The minutes of the Heritage Advisory Committee will be reported to Council for endorsement.

4. Quorum

A Quorum for the meeting will be three (3)



TERMS OF REFERENCE

QPRC ENVIRONMENT & SUSTAINABILITY ADVISORY COMMITTEE

The Terms of Reference of the QPRC Environment and Sustainability Advisory Committee shall be:

1. To assist in the development, monitoring, implementation and regular review of current and future Plans of Management in relation to the Local Government Area's major environmental assets including but not limited to:
 - Queanbeyan River Corridor
 - Mount Jerrabomberra
 - Jerrabomberra Creek
 - Stringybark Reserve
 - The Eastern Escarpment
 - Any other existing or proposed Plans of Management
 - Environmental and Sustainability Projects of regional significance which might attract external funding
 - Any Plans of Management overseen by other organisations which have integral links with Council's Plans, including those prepared by local and regional catchment authorities.
2. To provide advice to Council on projects, opportunities and priorities for funding or works through the Delivery Program and other relevant resources. To make recommendations to Council on projects such as the State of Environment Report, Stormwater Management Plan, Flood Plain Management Program, and any other referrals from Council.
3. To provide comments and feedback relating to developments and activities referred to the Committee by Council or Council Officers that have a potential impact on any of the objectives, actions and outcomes set down in the abovementioned Plans of Management.
4. To provide comment and feedback relating to Council's policies, strategies and activities which have an impact on the environmental sustainability of the local government area.

Committee activities will include site visits from time to time.

Committee Membership

Voting Members

Elected Officials

- 2 x Councillors (or elected Councillor alternative) one of whom shall be the Chair

Community Representatives

- 1 x Queanbeyan Landcare Representative
- 5 x representatives invited from the community

The representatives will be invited from the community and will be appointed by calling for expressions of interest through the local media. Selection will be based on the following criteria:

- Whether they are residents of the Queanbeyan-Palerang Regional Council area
- A demonstrated interest and expertise in environmental issues
- Community contacts and participation
- Personal interest in the local government area's environmental issues

Eligible nominees will be assessed by Council Officers and the Committee and a recommendation be made to Council about proposed appointment to the Committee.

Should the chair or additional councillor not be available, the Portfolio General Manager Natural and Built Character will chair the meeting.

Non-Voting Attendees – Officers of Council to include: Portfolio General Manager Natural and Built Character; Service Manager Natural Landscapes and Health, Service Manager Urban Landscapes, Council's Sustainability Officer, Secretary; invited guests as notified; others as necessary.

A quorum shall consist of four voting members whose positions are filled at the time of the meeting.

Suggested Agenda Items to Include

- Apologies
- Confirmation of Report of Previous Meeting
- Notified agenda items
- Officers' Reports
- Community Information Items – Members' Reports – *items of interest to the Committee and the Council to be reported on, such as activities of other organisations etc. (These items are **NOT** for action at that meeting).*
- Date of the next meeting

Committee members are to serve for a period of two years after which time they can apply to renominate.

Note: Proponents of agenda items are to supply documentation in ample time to be circulated with the agenda to enable committee members to give consideration beforehand.

Meeting Details

The Committee will meet at least four times each year at 3.30pm for about one hour or at other times as required.

This document should be read in conjunction with Council's Code of Meeting Practice and meetings will be conducted in accordance with Council's Code of Meeting Practice.

Updated 11 Sep 2017



TERMS OF REFERENCE

QUEANBEYAN SHOWGROUND ADVISORY COMMITTEE

1. Background

The Queanbeyan Showground Reserve Trust was established under the *Queanbeyan Showground (Variation of Purposes) Act 1995* with the then Queanbeyan City Council taken to be appointed as Trustee for the Reserve. The Reserve has been dedicated for a public showground, public recreation and community purposes.

2. Role

The Queanbeyan Showground Advisory Committee has been established:

- To provide a forum to enable users of the Showground to have input into Showground usage and development, and
- Review of the Delivery Plan and its implementation, and
- To report to the Trust

3. Membership

Membership of the Committee comprises:

- Two (2) Councillors (Currently the Mayor plus one other Councillor)
- Two (2) Representatives of the Queanbeyan Show Society
- One (1) member of the Heritage Advisory Committee

Plus User Group Representatives consisting of:

- Queanbeyan and District Historical Society (1 member)
- Four (4) user representatives
- Aboriginal Representation (1 member)

The Mayor or delegated Councillor will be the Chair of the Showground Advisory Committee.

4. Meetings

- Meetings will be on a quarterly basis four (4) times per year
- The minutes of the Showground Advisory Committee will be reported to Council for endorsement.

5. Secretarial Support

The Service Manager Legal & Risk will provide secretarial support to the Committee.

6. Quorum

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



TERMS OF REFERENCE SISTER CITY COMMITTEE

1. Background

In 1993 the former Queanbeyan City Council resolved to participate in the International Sister City program, and consequently formed a community-based Sister City Committee and joined the Australian Sister City Committee.

2. Role

The role of the committee is to provide strategic and policy advice to Council on furthering Sister City relationships and of co-ordinating a Sister City Volunteer program to enhance exchanges of all kinds, pursuant to sections 377 of the Local Government Act 1993 as amended.

3. Membership

Membership of the Committee shall consist of the following:

- The Mayor or his/her delegate
- Three community representatives
- Two high school representatives

The three (3) community members shall be elected by Council from nominees who have responded to a public call for nominations. Nominations will be called every 4 years in October following the Council elections.

The two high school representatives will be invited to participate by Council after consultation with local high schools;

4. Responsibilities

The committee acknowledges that it shall perform and exercise on behalf of the Council the role of assisting in further Sister City relationships, subject to being guided by the following general aims:

- 4.1 That the committee shall provide advice to Council on objectives and general guidelines covering any specific activity such as formal Council exchanges; education, cultural, recreational and other group tours/exchanges; linking of local institutions with corresponding institutions; commercial and/or trade opportunities; encouragement and involvement of individual travellers; pen, tape and video pals systems; and other intercity programs.
- 4.2 That the Committee shall provide strategic advice to Council on new initiatives or opportunities which may arise from time to time.
- 4.3 That the Committee shall co-ordinate the Sister City Volunteer Program within such objectives and guidelines adopted by Council including maintaining a register of institutions and organisations willing to place their time, their accommodation or other resources

including finance at the disposal of the Sister City program, recruiting volunteers and contributors and organising the use of volunteers and non-financial contributions.

- 4.4 That the Committee shall elect its own President and Secretary, and on a quarterly basis as determined by the Committee or on an 'as required basis'.
- 4.5. That the Committee shall cause Reports of Committee meetings to be forwarded to the General Manager for inclusion in the General Manager's report to Council.
- 4.6 That the Committee shall maintain contact with the Australian Sister City Association.
- 4.7 That the Committee shall at the thirtieth day of September in each and every year present to Council a report on the activities of the Committee.
- 4.8 That the Committee shall ensure all policy guidelines comply with all statutory requirements made by the Federal and State Government.
- 4.9 That any or all of the activities conducted by the Committee may be required by Council to be varied or discontinued at any time but only after consultation with the Committee.

5. Quorum

The Quorum for the Committee is three (3) members

6. Secretarial Services

Secretarial Services for the Committee will be coordinated by the Service Manager Culture & Recreation



TERMS OF REFERENCE

QPRC SPORTING GALLERY COMMITTEE

1. Role

To monitor sporting achievers across the region and to consider their induction into the QPRC Sporting Gallery

2. Membership

Membership of the Committee comprises:

- The Mayor or Delegated Councillor
- Three (3) Community Representatives who have an interest in the activities of the wider Queanbeyan-Palerang sporting community

The Mayor or Delegated Councillor will be the Chair of the QPRC Sporting Gallery Committee.

3. Meetings

- Meetings will be on an as required basis.
- 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 SPORTS COUNCIL

1. Role

The role of the QPRC Sports council is to meet prior to the commencement of each winter and summer sporting season to consider the allocation of sports fields across the LGA and to make recommendations for the development and/or improvements to sporting and recreational needs, including capital works programs

2. Membership

One (1) Councillor and four (4) representatives from different sports codes.

The delegated Councillor will be the Chair of the Sports Council.

3. Meetings

Meetings will be on a quarterly basis four (4) times per year on the first Monday of February, May, August and November.

The minutes of the Sports Council will be reported to Council for endorsement.