



## **QPRC ACCESS COMMITTEE**

### **TERMS OF REFERENCE**

#### **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 members:
  - One Councillor who will act as Chair
  - People living or working with a disability from within the LGA – two representatives
  - Family members of those living with disability – two representatives
  - Agencies providing services to people with a disability – two 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.



## **QPRC AUSTRALIA DAY ORGANISING COMMITTEE**

### **TERMS OF REFERENCE**

#### **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

#### **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 members.



## TERMS OF REFERENCE QPRC CEO's PERFORMANCE REVIEW PANEL

### 1. **Role**

The Performance Review Panel's role includes:

- Conducting performance reviews
- Reporting the findings and recommendations of those reviews to council
- Development of the performance agreement.

### 2. **Membership**

Membership of the Panel comprises:

- The Mayor
- Deputy Mayor
- A councillor nominated by Council, and
- A councillor nominated by the CEO.

### 3. **Independent Facilitator**

An independent person with relevant local government skills and experience will be invited to act as Facilitator on the Panel as a non-voting member. This person will be selected by the Mayor in consultation with the Panel.

### 4. **Responsibilities**

The Panel is responsible for the management of all matters associated with the CEO's performance including the conduct of performance reviews.

All Councillors on the Panel, should receive training on the undertaking of Performance Reviews, establishment of the Performance Agreement and Oversight of the CEO prior to the Panel convening.

The purpose of the Panel is to concentrate on constructive dialogue about the CEO's performance against all sections of the current Performance Agreement.

All Councillors not on the Panel can contribute to the process by providing feedback to the Mayor on the CEO's performance. All Councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations

### 5. **Meetings**

Meetings will be held at least twice yearly to be arranged by the Mayor. Meeting outcomes and recommendations will be reported to Council in Closed Session.

### 6. **Reference Resource**

The Office of Local Government issued a S23A guideline to assist with the recruitment, oversight and performance management of general managers. Guidelines issued under

S23A of the Act must be taken into consideration by Councils. The Guideline may be found at the link below:

<https://www.olg.nsw.gov.au/wp-content/uploads/Guidelines-for-the-Appointment-and-Oversight-of-General-Managers.pdf>

[15 August 2022]



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

### **TERMS OF REFERENCE**

#### **1. 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.

#### **2. 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.

#### **3. 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.*

#### **4. Councillor Representatives**

Two Councillor representatives elected by Queanbeyan-Palerang Regional Council.

#### **5. Council Staff Representation (non-voting delegates)**

- Manager Community and Cultural Development
- Aboriginal Community Liaison and Projects Officer

- Other officers as invited

## **6. Community Representatives**

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

## **7. 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.*

## **8. 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.

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.



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

### **TERMS OF REFERENCE**

#### **1. 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.

#### **2. 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. To 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

### **3. 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.

### **4. 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 community members, including two 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 practising 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.

## 5. 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.

## 6. 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.

## 7. 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.



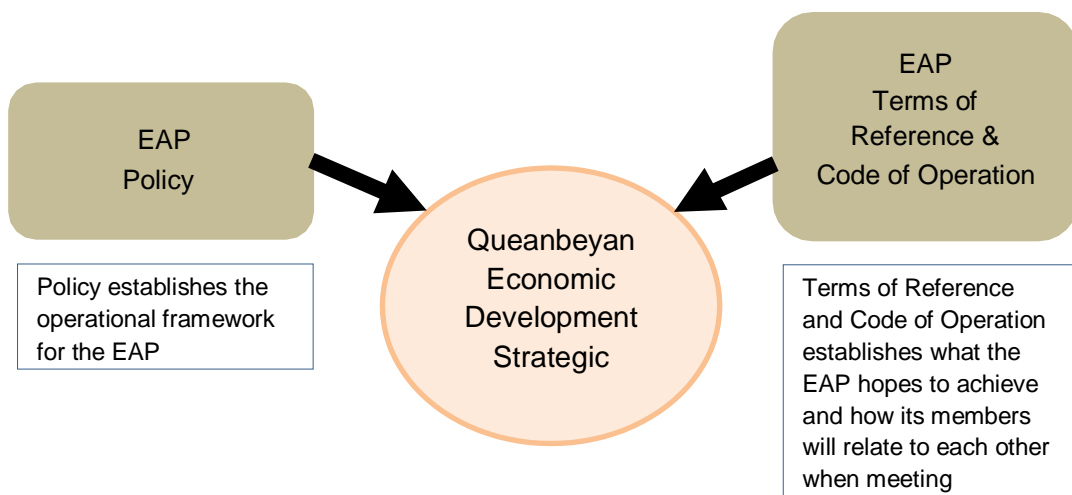
## QPRC ECONOMIC ADVISORY PANEL

### TERMS OF REFERENCE AND CODE OF OPERATION

#### 1. Introduction

The development of this QPRC Economic Advisory Panel is the direct outcome of a review of the former Queanbeyan Development Board (QDB). This review found that the QDB was not achieving its original Terms of Reference and that a more flexible approach was required other than via the establishment of a S.355 Council Committee to allow for community input into initiatives to promote the economic development of the Queanbeyan-Palerang Local Government Area. This more flexible approach establishes a QPRC Economic Advisory Panel (EAP) which will allow for community input into the development and implementation of the Queanbeyan-Palerang Economic Development Strategy.

The EAP will operate under the following Council instruments:



#### 2. Key Responsibilities

The QPRC Economic Advisory Panel is an independent recommending body which provides for input into the development of an Economic Development Strategy for Queanbeyan-Palerang and to facilitate the implementation of certain initiatives identified within the strategy. It will act as an important and independent community forum for assisting with the development and implementation of Queanbeyan-Palerang's Economic Development Strategy. Its objectives are:

1. To act as a 'think tank' for bringing initiatives and ideas before Council for possible inclusion within a Queanbeyan-Palerang Economic Development Strategy.
2. To encourage a close link between the Council and community by establishing and maintaining a two way flow of communication and information on economic development matters of interest to Queanbeyan-Palerang.
3. To act as a facilitator between Council and the Queanbeyan-Palerang Business Community on economic issues impacting upon Queanbeyan.

4. To mobilise sections of the Queanbeyan-Palerang community to take ownership of certain actions identified within the Queanbeyan-Palerang Economic Development Strategy.

When attending a QPRC Economic Advisory Panel meeting or carrying out other activities on behalf of the Group, members are responsible for their own good conduct. EAP Members should:

- (i) Be inclusive and courteous to the public, Council staff and Councillors and other EAP members;
- (ii) Help create an environment that is free of harassment and discrimination;
- (iii) Show respect to all other members and participants of the Advisory Panel's meetings, and
- (iv) Approach their involvement in EAP activities with honesty and integrity.

### 3. Membership

Membership of the QPRC Economic Advisory Panel will consist of a mixture of appointed, volunteer and Council representatives. The aim of this is to provide for a cross section of representation which will ensure a wide representation from across the Queanbeyan business community and major stakeholders who have an interest in the economic direction of the Queanbeyan economy.

Membership will consist of the following:

<p>Appointed Members (by invitation from Council)</p> <p><b>X3</b></p>	<p>Voluntary Members (by Expression of Interest)</p> <p><b>X2</b></p>	<p>Council Members (Mixture of Councillor &amp; Senior Staff)</p> <p><b>X3</b></p>
<p>Membership of prominent members of the Queanbeyan Business Community invited by Council to participate on the EAP. Membership to be reviewed on an annual basis.</p>	<p>Membership invited from interested members of the Community via an advertised Expression of Interest process. Council to select 2 members on an annual basis.</p>	<p>The Mayor, (or Councillor) plus General Manager and Portfolio GM Community Choice appointed by Council on annual basis.</p>

### 4. Meetings

#### 4.1 Meetings

Meetings of the EAP are to be held on a quarterly basis.

#### 4.2 Quorum

A quorum will consist of four members.

#### 4.3 Role of Council

The role of Queanbeyan-Palerang Regional Council will be to provide logistical support for the meetings of the Strategic Group. This will consist of:

- providing a venue
- organising the Agenda in consultation with the EAP Chair
- distributing the Agenda and associated documentation
- minute taking

- Catering

#### **4.4 Record Keeping**

All meetings will be minuted and saved within Council's Electronic Records Management System. Copies of the minutes will be published on Council's website along with Agenda papers.

#### **4.5 Meeting Frequency**

The EAP will meet on a quarterly basis at a minimum at a venue organised by the Council.

#### **4.6 Election of Chairperson**

The EAP will elect a Chairperson at its inaugural meeting. The position of Chair will be re-elected by the Group members on an annual basis at the anniversary of the inaugural meeting. A deputy chair will be elected at the same time to act as alternate chair in the absence of the Chairperson.

If either the Chair or Deputy Chair are unable to attend a meeting, then the first item of business to be undertaken at the meeting will be to elect a chair.

#### **4.7 Voting**

The EAP must keep an accurate record of voting at meetings and ensure that only those eligible to vote take part in the procedure. All recommendations must have a mover and seconder.

Those deemed eligible to vote are the members as defined in Section 3 of these Terms of Reference.

The Chair will be able to exercise a casting vote if there is no clear majority on a recommendation. The use of a casting vote must be recorded in the minutes.

#### **4.8 Referring Matters to Council**

Matters raised at the EAP meetings will be referred to the Service Manager Choice for consideration within the Queanbeyan-Palerang Economic Development Strategy. The Service Manager Choice will report back to the EAP on the outcome of their recommendations.

### **5. Conflicts of Interest**

A conflict of interest arises when your own interests, or those of people or organisations close to you, conflict with your obligations to the other EAP members and to Council. People attending EAP meetings may have interests in the matters under consideration, as the EAP is made up of residents, property owners, workers and business people who live or work in the Queanbeyan-Palerang area. This interest is understood and would not need to be disclosed. However, as an EAP member, you must declare an interest in a matter that goes beyond what would be generally considered impartial. In particular, if you are a member of the EAP you need to ensure that any interest you may have in a matter does not influence, and could not be perceived as influencing, the way in which a matter is discussed or any recommendation voted on by the Panel seeking possible Council action.

Some examples might help clarify what must be declared. For example:

1. If a proposal or initiative comes forward via the EAP for possible inclusion in the Economic Development Strategy and you have a direct interest in that

initiative (e.g. could be a part owner, or could be a shareholder, or could have close social links with the owner of the initiative). *You would need to declare these relationships and remove yourself from voting in the recommendation.*

2. A Member or Chairperson of the EAP could also be considered to have a conflict of interest if they misuse their position, because of an interest, to inappropriately direct discussion or not allow free discussion of a matter. *You must allow free and open discussion of matters and not try to direct discussion to benefit your interests.*

When an EAP member makes a disclosure of a conflict of interest (declaration) this will be recorded in the minutes. This will generally consist of the following:

- who declared the interest and the general nature of the interest declared
- what course of action was taken (was it deemed major requiring the person to remove themselves from the vote, or was it declared 'less than significant' which still allowed them to participate in the debate and vote?)

## **6. Public Comment**

### **6.1 Traditional Media**

From time to time, the media may contact EAP members for information or comment. If an EAP meeting has determined a matter, you can as an EAP member, speak on behalf of the Strategic Group if you are authorised to do so. If the matter has only been discussed, but no recommendation made, you can express your views but must stress that these are 'personal views' and not the views of the EAP meeting. While you may speak as a member of the public, or as a member of EAP, you must not make any public statement to the media or at public events that would lead someone to believe that you are speaking on behalf of Council or expressing its views or policies.

Members need to be aware that they are personally responsible if any material they distribute is considered to be defamatory or they make defamatory comments. Council cannot be held responsible for the remarks of individual EAP members.

#### *Extraordinary vacancies*

Vacancies for any reason at any stage in a term will be filled through public advertisement in the local media with the exception of members appointed from Council.

### **6.2 Social Media**

Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to forums, microblogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media. Social media sites may include, but are not limited to:

- Facebook
- Twitter
- Instagram
- Snapchat
- Google+

- Wikipedia
- LinkedIn
- Reddit
- Pinterest
- Flickr
- YouTube

Social media content is anything that can be accessed via social media networks. This includes, but is not limited to:

- posts
- tweets
- photos
- links
- status updates
- comments
- shares
- retweets
- videos
- blogs

Members should exercise caution when utilising social media to promote or advocate EAP activities and initiatives. Like traditional media, you must not make any public statement that would lead someone to believe that you are speaking on behalf of the EAP (unless authorised as their speaker), Council or expressing its views or policies. Also you must not:

- publish confidential or personal information about staff or the public
- promote offers from individual businesses or groups of businesses
- promote the political interests of any elected representative.
- promote political messages, including State and Federal Government politics.
- publish content that is derogatory, racist, abuse, defamatory, threatening, bullying, harassing, hateful, sexist, infringes copyright, is a contempt of court or is otherwise

## **7. Confidential and Personal Information**

In your role as a member of EAP, you may deal with confidential or personal information obtained from Council. If so, you are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless you are authorised to do so as part of your role as an EAP member.

Personal information should not be released without the prior approval of whom that information relates to.

## **8. Council Resources**

Council resources should only be used for Council approved purposes. Council resources include materials, equipment, documents, records, data and information. You must use Council resources, ethically, effectively, efficiently and carefully in the course of your role as an EAP member, and must not use them for private purposes.

## **9. General Standards of Behaviour**

### **9.1 Expected standards of behaviour**

In fulfilling your role as a member of the QPRC Economic Advisory Panel there are basic standards of behaviour which are expected of you. These are:

You must:

- not conduct yourself in a manner that is likely to bring the Advisory Panel or Council into disrepute
- act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions
- treat others with courtesy and respect at all times
- consider issues consistently, promptly and fairly
- not harass, discriminate against, or support others who do so
- disclose and appropriately manage any conflict of interests both of a significant and less than significant nature
- not accept money or gifts of value and avoid situations that give rise to the appearance of securing favourable treatment in terms of you performing your duties as a QEDSG member
- not direct council staff or influence staff in the exercise of their role and duties
- use and secure information appropriately and do not disclose confidential or personal information
- use Council resources ethically, effectively, efficiently and carefully in the course of your official duties:

### **9.2 What happens if the standards are not met?**

In an instance where members of the EAP fail to follow this Code and there is a complaint against a member this will be dealt with in accordance with the procedure for administration of the Model Code of Conduct which applies to Councils as developed by the Office of Local Government.

Complaints about a breach of these standards by a member other than the General Manager are to be made at first instance to the General Manager. Complaints about the General Manager are to be made to the Mayor. Where the complaint is serious and cannot be resolved informally, a complaint may be formally investigated by an independent conduct reviewer.

Breaches of these standards by members may result in the following action:

- censure

- requirement of apology
- prosecution
- removal from the EAP

Breaches by Council staff may result in disciplinary action, termination or, in the case of non-senior staff, such other penalty permitted under the relevant industrial award.



## **QPRC ENVIRONMENT & SUSTAINABILITY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

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**

1. Apologies
2. Confirmation of Report of Previous Meeting
3. Notified agenda items
4. Officers' Reports
5. 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).*
6. 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 that Code.



## **QPR HERITAGE ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **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 Councillor and three community representatives plus one 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.

#### **4. Quorum**

A quorum for the Committee will be three.



## **QPRC SPORTING GALLERY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Role**

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

#### **2. Membership**

The Membership of the Committee comprises:

- The Mayor or delegated Councillor
- Three community representatives invited by Council

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 members.



## **QPRC SPORTS COUNCIL**

### **TERMS OF REFERENCE**

#### **1. Role**

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

#### **2. Membership**

Three councillors and a member from each sporting code or club in Queanbeyan-Palerang LGA. The Chair of the Sports Council to rotate between the councillors.

#### **3. Meetings**

Meetings will be on a quarterly basis four 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.



## **QUEANBEYAN SHOWGROUND ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **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 Councillors (currently the Mayor plus one other Councillor)
- Two representatives of the Queanbeyan Show Society
- One member of the Heritage Advisory Committee Plus User Group

Representatives consisting of:

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

#### **4. Meetings**

- Meetings will be on a quarterly basis 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 members.



## **QUEANBEYAN PERFORMING ARTS CENTRE BOARD**

### **TERMS OF REFERENCE**

#### **1. Council's Objectives for the Queanbeyan Performing Arts Centre**

The Queanbeyan-Palerang Regional Council's objectives for the Queanbeyan Performing Arts Centre are to:

1. Bring the best and greatest variety of theatre to Queanbeyan;
2. Nurture local talent;
3. Enhance the arts education of local students;
4. Contribute to the economic and cultural development of Queanbeyan; and
5. Contribute to the development of Queanbeyan as a vibrant place to live and a destination for visitors from Canberra and elsewhere

#### **2. The Role of the Queanbeyan Performing Arts Centre Board**

To achieve these objectives Council has established the Queanbeyan Performing Arts Centre Board as a Section 355 Committee of Council with delegation to oversee the operations of the Queanbeyan Performing Arts Centre.

The mission of the Queanbeyan Performing Arts Centre Board is to enhance the cultural and economic development of Queanbeyan by optimising the attendance and use of the Queanbeyan Performing Arts Centre so that it becomes a key facility for the community which contributes to local wellbeing and prosperity.

The role of the Queanbeyan Performing Arts Centre Board is:

1. To review the program of 10 Season touring productions and up to 2 in house productions per calendar year selected by the Program Manager;
2. To report to the Council on a six monthly basis on the financial performance of Program Operations and Building Operations, the patron attendance at the facility, the outcome of the Season Productions, commercial hires, community hires and other incidental uses.
3. To promote the Season of touring productions, in house productions, amateur productions, and the venue for commercial and community hires, conferences and functions to the local and regional community through their networks to increase utilisation and patron attendance.
4. To oversee the future business planning for the Centre and review progress on the 5 year Business Plan annually.

Council will provide an annual budget for the Queanbeyan Performing Arts Centre. The budget will be used to fund all operating costs of the venue including program costs, maintenance and building operating costs.

The Board will submit a draft annual budget as part of Council's Integrated Planning for inclusion in the annual Operational Plan. This will include the budget for Program Operations and Building Operations and the annual fees and charges. The budget will be adopted by Council as part of the Integrated Planning process.

The Board will submit information as required to be included in the Annual Report for Council. This will include information on any sponsorships obtained.

### **3. Performance Measures**

Staff will report to the Board on a range of identified performance measures on a quarterly basis in August, November, February and May, and the Board will report to Council on a six monthly basis in February and August.

### **4. Membership of the Board**

The membership of the Queanbeyan Performing Art Centre Board will be a maximum of six people consisting of:

1. The Mayor
2. General Manager/CEO
3. The Chair of the Cultural Advisory Committee
4. 3 representatives with substantial theatre and financial experience

Each of the six members is entitled to one vote.

The Portfolio General Manager Community Choice, Service Manager Culture & Recreation and relevant Venue and Events staff will attend the Board meetings as observers and will provide information and secretariat support. Other staff will be invited as required.

### **5. Term of Membership**

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

### **6. The Chairperson of the Board**

The chairperson for the Board will be elected by the Board members and the position will be for a period of two years. The Chairperson may re-apply to extend his or her tenure.

### **7. Selection of the three Board representatives with theatre and financial experience**

A public advertisement will be placed in the local media inviting nominations for the three Board representatives with theatre and financial experience. Each nominee must address the selection criteria (as set out below) on the application form and submit the signed form to Council's General Manager. Nominees must not have a pecuniary or non-pecuniary conflict of interest.

Council will receive a report on the suitability of any candidates and will determine the three representatives against the criteria, noting that a willingness to attend opening nights of Season productions and to participate in the activities of the performing arts centre is essential.

#### **Selection Criteria**

1. Knowledge and understanding of the business of performing arts centres and factors affecting patron attendance;
2. Understanding of the financial operations of a performing arts centre or similar business;
3. Interest in developing culture and arts in Queanbeyan and the region;

4. Ability to bring an innovative and fresh approach to creating cultural and economic growth for Queanbeyan;
5. Access to networks and key stakeholders who can assist in the promotion of the Queanbeyan Performing Arts Centre as key cultural and economic facility for Queanbeyan;
6. Willingness to commit to and participate in Committee meetings; and
7. Willingness to attend opening night of Season productions and to be a participant in the activities of the performing arts centre

#### *Vacancies at the end of a term*

Vacancies at the end of a term will be filled through public advertisement in the local media inviting nominations for the vacant representatives with theatre and financial experience. This does not apply to members appointed from Council.

#### *Extraordinary vacancies*

Vacancies for any reason at any stage in a term will be filled through public advertisement in the local media with the exception of members appointed from Council.

### **8. Meetings**

The Boards delegated authority includes:

1. Reviewing the program of 10 Season touring productions and up to two in-house productions per calendar year selected by the Program Manager;
2. Overseeing the future business planning for the centre and reviewing progress on the Centre's Business Plan annually;
3. Reviewing the financial performance of the Queanbeyan Performing Arts Centre;
4. Confirming Minutes of its Meetings; and
5. Reporting to Council.

### **9. Code of Conduct**

The Board will be required to abide by Council's Code of Conduct.:

### **10. Review of the Board**

The Board will review its own performance on an annual basis with a view to improving its own performance.



## **SISTER CITY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Introduction**

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 coordinating 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 community members shall be elected by Council from nominees who have responded to a public call for nominations. Nominations will be called every four 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 coordinate 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 members.

## **6. Secretarial Services**

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



## **YOUTH ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Role**

To build capacity, both of young people and of Council to improve opportunities for young people to participate in local decision making.

#### **2. Membership**

Membership of the Youth Committee comprises:

- Up to 12 members underage of 25, including members of high schools, youth groups and similar associations.

The Committee will elect its Chair and Secretary at its inaugural meeting.

#### **3. Meetings**

- Meetings will be held quarterly or as required to comment or present on Council strategies and plans.
- Minutes of Meetings will be reported to Council for endorsement.

#### **4. Secretarial Support**

The Program Coordinator Community will act as the liaison between Council and the Committees and will be responsible for ensuring their minutes are reported to Council.

#### **5. Quorum**

A quorum for the Committee will be five.