



City of  
Townsville

# Community and Cultural Development Committee Terms of Reference

*Local Government Act 2009*

## 1. PURPOSE

The Community and Cultural Development Committee has been established as a Standing Committee in accordance with section 264 of the *Local Government Regulation 2012* ("the Regulation").

Its purpose is to provide advice to Council on community, arts and culture matters affecting the community, and strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Community and Cultural Development Committee will provide much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

Cultural development is the process of enabling cultural activities, including the arts, towards the realization of a desired future, particularly of a culturally rich and vibrant community.

## 2. SCOPE AND OBJECTIVES

The Community and Cultural Development Committee consider and advise Council in relation to strategy and policy for the Community and Cultural services and functions of Council.

The objectives of the Community and Cultural Development Committee are to:

1. Provide a forum for complex or strategic issues to be discussed;
2. Provide an opportunity to the community and business representatives to address and make submissions for Council's consideration;
3. Receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee;
4. Oversee deliverables included in strategic documents and plans related to Community and Cultural development

## 3. AUTHORITY

The Community and Cultural Development Committee has the power only to recommend a course of action to Council.

Council may, by resolution, delegate authority to the Community and Cultural Development Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's Delegations Policy and be included in Council's Delegation Register.

## 4. ROLES AND RESPONSIBILITY

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The role of the Community and Cultural Development Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Community and Cultural Development Committee shall have a primary role in considering the long term strategic direction of Council's Community and Cultural Development plans, services and functions and provide a monitoring role on the whole of Council.

The Community and Cultural Development Committee is charged with considering matters relating to the following Plans, Services and Functions.

Programs:

- Inclusivity
- Liveability
- Arts
- RADF
- Libraries
- Events

Functions:

- Community Engagement
- Cultural Services

Services:

- Cultural Services
- Community Engagement
- Community Programs
- Community Development
- Grants and Partnerships
- Events (Special and Civic)
- Venue Management
- Libraries
- Arts
- Theatres
- Sister Cities
- Townsville Dashboards

Council business referred to above will include such business as:

- Quarterly update of Council's Community and Cultural Development programs, services and functions progress and achievement towards Council's Corporate Plan
- Quarterly update of the annual budget for Council's community and cultural development programs, services and functions;
- Monthly update of Council's community and cultural development programs, services and functions;
- To report to Council on a regular basis on the operations of Council's community and cultural development programs, services and functions.

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## 5. MEMBERSHIP

Membership of the Community and Cultural Development Committee is in accordance with the resolution passed at the Post Election Meeting of Council held on 24 April 2020, being five Councillors and the Mayor. The Director Planning, Environment and Cultural Services Division will also attend as adviser to the Committee.

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

### 5.1 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Community and Cultural Development Committee shall be appointed by Council.

In the absence of the appointed Chairperson from a meeting, the meeting will be chaired by the Deputy Chairperson appointed by the Committee.

### 5.2 APPOINTMENT OF DEPUTY CHAIRPERSON

The Deputy Chairperson of the Planning and Development Committee shall be appointed by the members of the Committee.

### 5.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Community and Cultural Development Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Community and Cultural Development Committee's responsible services and functions of Council.

The Chairperson will preside at the meeting and conduct the meeting as they see fit. If there is a dispute about meeting procedure reference will be made to the Townsville City Council's Code of Meeting Practice.

### 5.4 ROLE OF DEPUTY CHAIRPERSON

The Deputy Chairperson will assume the roles and responsibilities of the Chairperson should the Chairperson be unable to fulfill their role.

### 5.5 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's community and cultural development services and functions, as outlined in Council's Community and Corporate Plan, and considering the implementation of policies relating to Council's Corporate functions, while serving the overall public interest of the whole local government area.

#### TERMS OF MEMBERSHIP

- a) Representation
  - The appointed Committee Members will be required to attend the meeting in person.
- b) Proxy
  - A Committee Member may not award a Proxy Vote to another Committee Member.
  - An Alternative Member may be appointed in accordance with S264 of the Regulations.
- c) Sub-Committees
  - The Community and Cultural Development Committee can recommend the appointment of a Special committee should the need arise, and this may act as a sub-committee.
  - The Special Committee will be appointed by resolution at an Ordinary Council meeting in accordance with s264 of the Regulations.

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## 6. MEETINGS

All meetings of the Community and Cultural Development Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of S275 of the Regulation.

### 6.1 QUORUM

The quorum for the Community and Cultural Development Committee must be in accordance with Council's Code of Meeting Practice. The quorum for a Standing Committee meeting is a majority of the Councillors appointed to that committee, or where the committee is an even number one half of the number is a quorum.

### 6.2 FREQUENCY AND LOCATION

Committee meetings are held at the Council Chambers located at 103 Walker Street, Townsville as resolved at the Statutory Meeting held on 24 April 2020.

The first Community and Cultural Development Committee meeting will be held in July 2020 due the COVID-19 restrictions resolved at the Ordinary meeting on 24 April 2020. Upon adoption of these Terms of Reference at the June 2020 Ordinary Council meeting, subsequent 2020 Committee meetings will be held on the Tuesday, two weeks preceding the Ordinary Council meeting, at 9am.

The schedule of Community and Cultural Development Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with S277(2) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year, and on the Townsville City Council website.

### 6.3 CONDUCT

Meetings must be conducted in accordance with the provisions of the *Local Government Act 2009* and *Local Government Regulation 2012*. If there is a dispute regarding meeting procedure or the conduct of an individual the Chairperson must refer to the Townsville City Council Code of Meeting Practice.

### 6.4 CONFLICT OF INTEREST

In accordance with S12 (Responsibilities of councillors), S175C (Exclusion from meeting of Councillor with material personal interest) and S175E (Recording a conflict of interest) of the *Local Government Act 2009*, Committee members must declare their interest, whether material or personal, real or perceived.

### 6.5 MEETING AGENDA

The agenda for the Community and Cultural Development Committee will be distributed in accordance with S258 (Notice of Meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

### 6.6 MEETING RECORDS

The Community and Cultural Development Committee will keep minutes of its proceedings in accordance with S272 of the Regulations.

## 7. REPORTING REQUIREMENTS

The Community and Cultural Development Committee will provide a written report from each of its meetings to the next Ordinary Meeting of Council in accordance with S272(8) of the Regulations. The written report will contain both the Committee's deliberations and its advice or recommendations.

## 8. REVIEW AND PERFORMANCE EVALUATION

### 8.1 TERMS OF REFERENCE

The Community and Cultural Development Committee shall review these Terms of Reference at the first Committee Meeting of each calendar year.

### 8.2 PERFORMANCE EVALUATION

At the November Community and Cultural Development Committee Meeting each year, the Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance at meetings (members and public), location of meetings (suitability), content of meetings, results of recommendations on matters discussed, achievements, satisfaction rating of members and meeting management.

## 9. COUNCIL REPRESENTATION

Council Workers can attend committee meetings to present reports, answer questions and provide guidance to the Committee. They are not committee members and will not vote on any recommendations before the Governance and Finance Committee.

## 10. DEFINITIONS

**Proxy Vote** – means a vote cast by one person as a representative of another.

**Workers** – includes employees, contractors, volunteers and all others who perform work on behalf of Council

## 11. ASSOCIATED DOCUMENTS

*Local Government Act 2009*

*Local Government Regulation 2009*

Code of Meeting Practice Policy

Acceptable Request Guidelines - Councillors

Council Advisory Committees Policy