

# TERMS OF REFERENCE

## COMMUNITIES COMMITTEE



### 1 PURPOSE

The Communities Committee is a formal standing committee of Rockhampton Regional Council and provides direction and leadership on the functional responsibilities that fall under its Community Services Department.

### 2 SCOPE

This Committee comprises all Councillors of Rockhampton Regional Council. The Mayor is an ex-officio member of the Committee pursuant to s12(4)(f) of the Local Government Act 2009.

This Committee is primarily responsible for overseeing Strategy, Advocacy and Communication along with the Policy and Performance in the areas of Council that operate under its Community Services Department. This includes the following areas of operation:

- Environmental Sustainability
- Community Assets and Facilities
- Heritage Village
- Venues
- Rockhampton Museum of Art
- Library and Childcare Services
- Parks Management (including Botanics and Kershaw Gardens)
- Cemeteries
- Sport
- Rockhampton Zoo
- Development Engineering
- Building Plumbing & Compliance
- Health & Environment
- Local Laws

Executive Officer is the General Manager Community Services.

### 3 FUNCTIONS

The main functions of the Committee are to:

1. Consider and decide on the most appropriate forms of advocacy pertaining to the above scope.
2. Review and decide on relevant strategies as they relate to the areas of operation listed in the scope of this Terms of Reference.
3. Consider the best forms of communication for the betterment of the organization and community in line with the scope listed above.

4. Receive a report from the relevant Portfolio Councillor for the following Portfolios:

- Communities, Culture and Heritage
- Parks, Sport and Public Spaces
- Planning and Regulation
- Environmental Sustainability

This report will provide an overview of issues, developments and upcoming matters for the relevant Portfolio.

5. Receive reports from the Chief Executive Officer and appropriately delegated officers.

6. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.

#### **4 LIMITATIONS**

In accordance with s. 257(1)(c) of the Local Government Act 2009, Council delegate authority to the committee to make resolutions on its behalf. For clarity, a casting vote can be used by the Committee Chair to determine a resolution in the event of a tied vote.

Development Assessment approvals to go to Council meetings as opposed to this Committee.

Committee members to be all Councillors.

A quorum of the committee is a majority of its member Councillors. However, if the number of Councillors is an even number, one half of the number is the quorum.

In accordance with s. 267(1) of the Regulation, the Mayor be appointed as Chair of the Committee. The Committee Chair shall assume overall responsibility for the good governance and order of the Committee meeting.