



LEETON
SHIRE COUNCIL

**ROXY REDEVELOPMENT
COMMITTEE**

TERMS OF REFERENCE

MARCH 2019

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER	Manager Communications and Marketing				
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REVIEW OF THE TERMS OF REFERENCE

The Terms of Reference for the Roxy Redevelopment Committee will be reviewed if so requested by Council. The role of the Roxy Redevelopment Committee does not extend beyond the conclusion of the redevelopment works.

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1. What is the Scope of the Redevelopment Committee?

- To offer clear and transparent communication to and from Council and community throughout the redevelopment project.
- To provide strategic, technical and compliance advice to both Council and the Project Control Group.
- Support the development of future governance options for the Roxy Community Theatre.
- Help frame operational opportunities that will optimise the delivery of arts and culture development in Leeton Shire and the Western Riverina.

2. Who do the Terms of Reference apply to?

The Terms of Reference applies to all Redevelopment Committee members.

3. Committee Structure and Tenure

The Roxy Redevelopment Committee will comprise up to 13 skill-based members:

- Katherine Herrmann (Chairman)
- Cr Michael Kidd (elected Council representative)
- Cr Sandra Nardi (elected Council representative)
- Sam Webber (Roxy Theatre Coordinator)
- Judy Nolan (Leeton Eisteddfod Society President)
- Ruth Tait (Leeton Town Band Committee Member)
- Glenn Saddler (Structural Engineer)
- Tracey Morris (Business and Financial Management)
- Erin Draper (Educator and Governance)
- Bill Barwick (Community Representative)
- Alan Chesworth (Community Representative)
- Matthew Trincer (Director of National Museum of Australia and design and art deco heritage expert)
- Professor Andrew Reeves (Cultural Governance professional)

The quorum for a meeting of the Roxy Redevelopment Committee to be held is 50% of members present plus one.

Other officers may attend by invitation as requested by the Redevelopment Committee or General Manager.

All Councillors may attend meetings as observers.

The group is made up from local and national expertise whom have experience in aspects of the project including and not limited to Governance, Development and Management Cultural Infrastructure, Education, Building / Engineering, Acoustics, Heritage and Knowledge of Local History of the Roxy Theatre, Business and Financial Management.

Note: The Roxy Redevelopment Committee will commence when this Terms of Reference is adopted and will cease at the conclusion of the redevelopment works once the refurbishment is launched.

4. Authority and Reporting by the Committee

The Committee does not have authority to procure any works or services, but it may make recommendations to Council.

A Project Control Group (staff and professionals) will report regularly to the Roxy Redevelopment Committee.

The Redevelopment Committee is authorised to provide comment on plans, progress and financial matters relating to Roxy Redevelopment Project to Council for formal consideration.

5. Administrative Arrangements

Meetings

Meetings of the Roxy Redevelopment Committee will be held at least on a monthly basis usually following Project Control Group meetings.

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

Secretariat

The Committee has appointed the Manager Communications and Marketing (observer) to provide secretariat support to the Committee. The Secretariat will ensure that 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 of the meeting will record all voting details for each item resolved by the Committee.

Minutes shall be approved by the Chair and circulated to each member within two weeks of the meeting being held. Approved minutes of the meeting will be published by Council subject to any confidentiality requirements relating to particular items in accordance with the *Local Government Act, 1993* at the following Ordinary Council Meeting.

Public comment and media statements

All public comments and media statements about the Roxy Redevelopment Project must be issued by the Chairman of the Redevelopment Committee or Elected Council Representatives only, with prior approval by the General Manager and/or the Mayor.

Conflicts of Interest

Councillors, council staff and committee members of council committees must comply with the applicable provisions of Council's Code of Conduct. It is the personal responsibility of council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

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 should 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 Redevelopment Committee or, if it involves the Chairman, the General Manager of Leeton Shire Council.

Remuneration

Nil for elected representatives and residents of Leeton Shire who serve on the Roxy Redevelopment Committee. Invited museum and cultural governance members may be paid a stipend from the Roxy Redevelopment budget to cover reasonable time and reasonable disbursements.

Review of Roxy Redevelopment Committee Terms of Reference

The Terms of Reference for the Roxy Redevelopment Committee will be reviewed if so requested by Council. The role of the Roxy Redevelopment Committee does not extend beyond the conclusion of the redevelopment works.

Vacancy

If for any reason a vacancy in the Committee membership occurs, the position(s) shall be filled with suitable candidates nominated and appointed by a subcommittee comprising of the Mayor Cr Paul Maytom, Council representatives Cr Michael Kidd and Cr Sandra Nardi, Chairman of Roxy Redevelopment Committee Katherine Herrmann and Council's Manager Communications and Marketing Brent Lawrence.