

SPARC Committee

Shaping Plans to Advance Regional Culture

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the SPARC Committee is to support the strategic direction and guidance for the development of actions within the Regional Cultural Plan, SPARC – Shaping Plans to Advance Regional Culture.

3. Purpose

- a. Provide advice on significant investment and long term master planning for creative facilities, programming or activities.
- b. Provide advice on strategic direction and review of SPARC Regional Cultural Plan.

- c. Provide community guidance on the positioning of cultural services and sector within the Dubbo Region.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member. Delegates will be assessed for selection on sector experience, links to cultural community and cultural facilities or organisation.

5. Positions

Membership will comprise of:

- Three Councillors
- Director Community, Culture and Places
- Selected, appropriate staff
- Six community members

The Chair will be the Councillor representative.

The minute taker will be Regional Experiences Administration Officer.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas

- Preparing dummy minutes
- Finalising and distributing minutes

Council's Regional Experiences branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Community, Culture and Places. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee.
- Contributions to the SPARC Cultural Plan
- Contributions to the Community Strategic Plan
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly or as required for consideration of matters brought by the CEO.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Community, Culture and Places.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Community, Culture and Places.

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.