

Terms of Reference: Library and Gallery Planning Advisory Group (LGPAG)



PREAMBLE

At its meeting on 26 November 2015, Council resolved to commence detailed facility research and concept planning for an expanded Harry Bailey Memorial Library and Coffs Harbour Regional Gallery facilities

1. THE VISION

To plan together as a community and present to Council detailed facility research and a concept plan for a new Central Library and Regional Gallery for the Coffs Harbour Local Government area.

2. SCOPE/ROLE

At its meeting on 26 November 2015, Council resolved to commence detailed facility research and concept planning for an expanded Harry Bailey Memorial Library and Coffs Harbour Regional Gallery facilities including:

1. Development of functional specifications to meet future facility and population needs;
2. Assessment of CBD sites and co-location options;
3. Preparation of an overall concept and elevation plans;
4. Concept estimate to include costs relating to the site, construction, fit out, landscaping, civil works and professional fees;
5. Ongoing and full lifecycle costing;
6. Funding options and recommended strategy; and
7. Community and staff engagement.

The LGPAG's role is to:

- provide advice and feedback on the detailed facility research and concept planning project, including siting and prioritisation of facility functions
- advocate on behalf of the community
- advise on the planning for community engagement and funding options and activities

3. DELEGATIONS

The Committee has no delegations from Council.

4. COMPOSITION OF THE COMMITTEE

3 x CHCC Councillors (one as Chair); and
6 x community representatives

Community members will have skills and experience in:

- cultural activity and/or
- visual arts and/or
- libraries, literature or publishing and/or
- tourism and/or
- business and/or
- the ability to represent a relevant group of stakeholders e.g. older people, young people, diverse communities etc.

Members are selected based on:

- The depth and range of their experience in one or more of the categories above
- Their business, cultural, arts or community involvement in Coffs Harbour, knowledge of the local region and experiences in other communities.

Selection will be made so that the group as a whole will have the best range and depth of expertise.

Individuals will not be appointed as representatives of any organisation, but in their own right.

5. MEETINGS OF THE COMMITTEE

Meetings shall be held as required. A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

The LGPAG Chair is the Councillor appointed by Council.

In the absence of the Chair at an LGPAG meeting an interim Chair will be endorsed by the Committee to Chair the meeting. .

Coffs Harbour City Council will provide a secretariat for LGPAG meetings.

6. OFFICE BEARERS

N/A

7. TERM OF OFFICE

The Committee will serve a term of 2 years or until the tenders for construction of the facility are let (whichever is sooner) from the time of the relevant Council resolution (14 April 2016).

The Committee's Terms of Reference will be reviewed in accordance with the Local Government Act after the next Council election (September 2016).

Council reserves the right to dissolve the LGPAG at any time by a resolution of Council.

8. SUB-COMMITTEE(S)

N/A

9. EXPENDITURE

N/A

10. RECORD KEEPING

- Agenda and minutes from the previous meeting will be circulated to members at least 3 days prior to the meeting.
- Members must declare in writing any interest in any report tabled at the meeting.
- A copy of the minutes are to be provided to Council within 7 days of each meeting.

11. ANNUAL REPORT

N/A

12. RULES, REGULATIONS AND PROCEDURES

Members of the LGPAG will be required to sign a Coffs Harbour City Council Confidentiality Agreement and are bound by Council's Code of Conduct.

All media activities, releases and commentary will be undertaken by the Council project team in accordance with the Council Media Policy.

Members of the LGPAG are not authorised to speak with media regarding the LGPAG or the project unless approved by Council.