COMMUNITY, SPORT & CULTURAL SERVICES REVIEW OF GENERAL POLICIES

L Kirchner | 1/59/13 | #4691760

RECOMMENDATION:

It is recommended that Council revokes the following General Policies:

1. Council Policy on Community Centres and Halls
2. Terms of Reference – Community Safety Advisory Committee
3. Busking General Policy
4. Sunsmart Policy for Sporting Organisations
5. Bushfire Management Policy
6. Caravan Parks and Campgrounds Policy
7. Banner Pole Policy
8. Cairns Active Travel Advisory Committee Terms of Reference
9. Cairns Libraries Book Launch General Policy
10. Cairns Libraries Children and Young People General Policy

EXECUTIVE SUMMARY:

A review of General Policies relating to the Community, Sport & Cultural Services department has recently been undertaken. The principal objective of the review was to assess the relevance of the content of the policies in line with Council’s Corporate Plan.

The review identified that each of the listed policies should be revoked as they are covered by operational procedures. Additionally, the Community Safety Advisory Committee and the Cairns Active Travel Advisory Committee Terms of Reference Policy should also be revoked as these committees have been replaced by other mechanisms.

COMMENT:

The review of General Policies has outlined the below recommendations:

- **Council Policy on Community Centres and Halls** – The content of this policy has been included in an operational procedure and a General Policy is not required.

- **Terms of Reference – Community Safety Advisory Committee** – This committee has been replaced by the Access and Equity Committee and this General Policy is not required.
• **Busking General Policy** - The content of this policy has been included in an information sheet for staff and a General Policy is not required.

• **Sunsmart Policy for Sporting Organisations** – The content of this policy is covered under Go Clubs and this General Policy is not required.

• **Bushfire Management Policy** - The content of this policy has been included in an information sheet for staff, the Pest Management Plan strategies and a General Policy is not required.

• **Caravan Parks and Campgrounds Policy** - The content of this policy has been included in an information sheet for staff and a General Policy is not required.

• **Banner Pole Policy** - The content of this policy has been included in an information sheet for staff and a General Policy is not required.

• **Cairns Active Travel Advisory Committee Terms of Reference** – This committee no longer exists and a General Policy is not required.

• **Cairns Libraries Book Launch General Policy** - The content of this policy has been included in an administrative process and a General Policy is not required.

• **Cairns Libraries Children and Young People General Policy** - The content of this policy has been included in an administrative process and a General Policy is not required.

**OPTIONS:**

Option 1 - Council adopt the recommendation to revoke the listed General Policies.

Option 2 - Council retains the listed General Policies.

**CONSIDERATIONS:**

**Corporate and Operational Plans:**

Corporate Goal 4 – Governance – An efficient organisation providing best practice service delivery through leadership and policy making and the effective management of people assets and finances.

**Policy:**

This report forms part of the overarching review of Council’s suite of policies.

**CONSULTATION:**

Consultation has occurred with the appropriate internal stakeholders.
ATTACHMENTS:

1. Council Policy on Community Centres and Halls - #1075868
2. Terms of Reference – Community Safety Advisory Committee - #3668992
3. Busking General Policy - #890890
4. Sunsmart Policy for Sporting Organisations - #3747561
5. Bushfire Management Policy - #665839
6. Caravan Parks and Campgrounds Policy - #3900496
7. Banner Pole Policy - #3916259
8. Cairns Active Travel Advisory Committee Terms of Reference - #4053774
9. Cairns Libraries Book Launch General Policy - #4197515
10. Cairns Libraries Children and Young People General Policy - #4197620

Linda Kirchner
General Manager Community, Sport & Cultural Services
1. Council Policy on Community Centres and Halls

CAIRNS REGIONAL COUNCIL
NO. 1:06:18

General Policy

COUNCIL POLICY ON COMMUNITY CENTRES AND HALLS

Intent
This policy describes Council's overall management role with regard to the provision, maintenance, use and charges for community centres and halls.

Scope
This policy pertains to all Council owned Community Centres and Halls.

PROVISIONS

Definitions
Community centres are buildings providing physical resources that are used for community development and community services activities, including:
- Meeting and function rooms for community activities;
- Offices and sessional rooms for delivering services;
- Specialist activity and performance spaces for particular groups of people;
- Outdoor areas, fenced playgrounds with safe play equipment;
- Support facilities such as kitchen, toilet, and furniture;

More specific Definitions for the purposes of this policy are:
- “Community Centre” - an area or building used substantially for community services or activities, which promote the physical, cultural, or emotional wellbeing of persons within the community. Community centres are not designed to be monopolised by a specific user group.
- “Community Hall” - a large room or building for meetings, with basic facilities, where community activities take place.
- “Community Resource” - the physical features within a community centre or other building which can be used for the provision of community services of for community development.
- “Community Service” - a non-profit or government funded service which provides individual or social benefits to the community.
- “Community Agency” - a non-profit organisation providing community services to residents or workers.
- “Community Group” - a non-profit voluntary organisation concerned with the quality of life of its members or of the community generally.
- “Management Committee” – an incorporated committee or board that manages a community centre or hall on behalf of Council.

Rationale for Council Involvement

The Local Government Act

Council's management of Community Centres and Halls occurs within the Local Government Act 1993. The Local Government Act 1993 states that;

"A council may provide goods, services and facilities, and carry out activities, appropriate to the current and future needs within its local community and of the wider public, subject to this act, the regulations and any other law"
(Chapter 6, Part 1)
The Act sets the framework for Council’s provision and management of facilities. It indicates that community facility provision is a core function of Council, and that it should occur within a planning approach that involves other parties and the community. This policy reflects those principles.

Council’s Corporate Plan

Council’s commitment to providing equitable access to Council’s services and facilities is articulated in the Corporate plan 2000-2005 in key result areas – 1. Customer and community and 5. Service and infrastructure.

Core responsibilities of the Community Development Branch, contained in the Action Plan, include:

“Co-ordinate and facilitate in partnership with others, a range of appropriate and accessible community and cultural services and facilities which contribute to the livability and sustainability of the Cairns Community,” and “recognise and value the diversity of the Cairns community,” and “to ensure that all people have opportunities to gain access to services and facilities and to participate fully in decision making on issues affecting them.”

Purpose of Community Centres

Council’s aim is to provide community centres that meet the diverse needs of our residents and visitors. Community facilities extend the community’s capability to conduct activities, develop links among people, and build self-help and mutual support. As well, they should meet the recreational, cultural and community support needs and strengthen local community networks.

Community centres have several basic purposes that Council wishes to promote. They provide:

- focal points for community interaction and for people contributing towards developing a friendly, supportive community with lively, viable local centres where people can meet each other and find the social support they require;
- places where people can build relationships, and provide a focus for building community identity;
- places and resources where residents can meet, organise, and carry out safe, enjoyable activities;
- places that strengthen the life of the community; build strong, responsible, and safe communities; and
- places and resources for delivering community services, including space for the volunteers who provide these services.

Principles for Community Centre Operation

MULTI-PURPOSE- to allow community facilities to be used for varying purposes, the internal and external areas and the equipment should be able to be used in different combinations for different types of activities.

GREATEST USE- to optimise community benefits. Council’s preference is to maximise the number of people using the facility, the intensity with which it is being used, and the times it is used.

WIDEST USE- to spread the benefits of community centres amongst the community. Council’s preference is for use by as many different people and groups as feasible.

ACCESSIBLE- to promote equitable access, all new community centres should be equipped for disability access, be accessible by public transport, be promoted in
community languages, and have well maintained informative signage on the facility and adequate direction signs to it.

EQUAL OPPORTUNITY - to allow all residents the opportunity to use centres each should have a clear and non-discriminatory usage and booking policy.

RESPONSIVE - to ensure community centres reflect community needs, provisions should be responsive to the community and not imposed; participation of residents is crucial.

Responsibility for Provision

Role of the Parties

Council is only one player in the provision of community centres. The Federal and State Governments have responsibilities, while the community sector (particularly churches, clubs, sporting groups and cultural groups) is also a significant provider of community centres.

In relation to other providers of facilities, Council’s policy is shaped in the expectation that they will meet the following objectives:

The Federal Government;

• should ensure that its funding for local community services includes an allocation for rent so that funded agencies can rent appropriate spaces; and
• may contribute special funding for major facility projects.

The State Government;

• should provide adequate funding for community service programs so that the sponsoring body can rent appropriate spaces;
• should contribute towards the cost of capital and maintenance of community centres;
• may provide special funding for major recreational facilities;
• should contribute towards activity spaces for disadvantaged groups including cultural communities and young people, so that Council has high proportions of these population groups are not relatively disadvantaged.

Community Sector;

• The community sector particularly churches and recreational clubs should continue to provide community facilities for their activities and strive to make these available for other groups when not required for the provider’s own purposes;
• Where a community group wishes to establish a centre primarily for use by its community, Council may facilitate the establishment of the facility, but will be unlikely to assist financially.
• Where Council provides land or funds to a community group for a community centre, Council will require that the facility is accessible to the wider community when not in use by that community group.
• Council may wish to enter into a formal agreement to ensure Council’s principles for community centres are maintained in the ongoing management of the facility.
• All organisations providing Community Hall and Centres should work cooperatively with Council in planning for significant changes in their centre or hall’s availability or use.
Council’s Core Roles;

Council’s central responsibility is to ensure a basic network of community centres as part of the overall package of community facilities or social infrastructure. Council’s role in community facilities should be in the context of building, strengthening and supporting communities.

The roles that Council should accept are;

- Investigation and facilitation
- To investigate available funds, investigate community needs and identify gaps;
- To be an initiator and facilitate in the planning process;
- To advocate for provisions of facilities by government agencies where there is an identified need;
- To facilitate inter-sectoral and community partnerships.

Provision

- To provide land, buildings and/or equipment consistent with Council’s own goals and financial priorities;
- To maintain and modify Council’s community centres to improve use amenity and ensure safety;
- Depending on the type of Agreement entered into by the committee Council may maintain grounds and external and internal structural maintenance of community centres and halls and conduct pest control. Details of maintenance will be outlined in either a Service Agreement or a Management Agreement.
- In partnership with Management Committee, Council will bear responsibility of risk management of community centres and halls.
- To support management committees in their conduct of centres.
- To provide and maintain fire safety equipment for community centres and halls.
- Where there is a Service Agreement entered into Council may cover facility under its own Public Liability Policy.
- To remove graffiti as outlined in Councils’ Graffiti Management Policy.

Management of Community Centres

Asset Management

- Council will progressively develop an asset management plan for each community centre so that each can be managed in an appropriate manner according to its purpose, use and capital needs.
- The asset management plan should specify for each facility its current and evolving purpose, desired usage targets, identify capital works requirements for the next five years including major maintenance and disability access requirements, and describe its management requirements, and arrangements.
- Each facility’s asset management plan should be developed in conjunction with the managing body or key-holder.

TYPES OF AGREEMENTS & ELIGIBILITY

Service Agreement

- Groups that are not part of an incorporated body but who participate in Councils official Volunteer program who elect to manage a Council owned Community Centre in partnership and on behalf of Council. As per Council’s Volunteer Admin Instruction.

Key Holder Agreement

- An Organisation or individual that elects only to hold a key and lock the facility on behalf of Council and has no further responsibilities ie. Council owned libraries.
Incorporated Management Agreement:
- Management Committees will be required to become incorporated.
- An incorporated Committee who has already or is willing to cover themselves for Public Liability.
- An incorporated group who will be responsible for the general maintenance of the facility.

OPERATING GUIDELINES

- Council reserves the right to utilise the facility for activities that are beneficial to the community in negotiation with the Management groups at no cost to Council, if entering into an incorporated Management Agreement.
- The charging policy for community centres will be determined by management bodies and approved by Council. Fees should be maintained at a level that ensures access and equity to community users.
- All income from user charges is used for facility maintenance, general running and specific usage costs, or facility upgrading.
- Clubs and societies wishing to use the facility for meetings or activities should accordingly be charged.
- There should be an efficient, "user friendly" booking procedure to facilitate this use. Management Committees will develop policies for booking procedures for the facilities.
- Where an organisation wants use of a facility or part for the purpose of providing non-profit community services, Management bodies may charge a reduced fee and consider waiver of fees on an application basis.
- Where an activity is for community benefit and particularly where it aims to benefit more disadvantaged citizens then the usage fee may be reduced or waived.
- The Management Committee is responsible for ensuring that use of the facility is maintained in a clean, safe condition; does not unduly disturb the neighbours; and that requirements of the workplace health and safety act are met; and is properly managed.
- Management Committees will provide all consumables such as toilet paper, hand towels, light bulbs, cleaning materials, etc.
- Management Committees will be responsible for cleaning of the community centre or hall.
- The management group will be required to make the facility accessible to the Community 80% of the time.
- Management Groups may establish usage guidelines relevant to the facility.
- Where a management body or Not-For-Profit group is managing the facility on Council's behalf, a small area of the facility can be set aside to conduct business administration for the centre and the group.

Promotion:

Council will provide identity signage on Council owned Community Centres and halls as well as promote the community centres and halls by providing listings in:
- Community Services Directory
- Council's PR Newsletter
- Public Notices
- Council's Web Page

Council will investigate options of providing blue signs to direct the public to community centres and halls.

Management Committee bodies will provide Council with updated information about community centres and halls. Information to be included in updates includes changes to the management body members, fees and charges, or changes to functions of the
community hall or centre. Management groups should provide financials and other updated information annually.

Any further promotion is the responsibility of the management groups.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community & Cultural Services

ORIGINALLY ADOPTED: 13/03/2001
CURRENT ADOPTION: 23/09/2005
DUE FOR REVISION: 20/09/2009
REVOKED/SUPERSEDED:
2. Terms of Reference – Community Safety Advisory Committee

COMMUNITY SAFETY ADVISORY COMMITTEE - TERMS OF REFERENCE

Intent
The function of the Community Safety Advisory Committee (CSAC) is to ensure key stakeholders and decision-makers convene regularly to initiate strategic directions and planned approaches to systemic, endemic and emerging crime and safety related issues within the local government area and/or region.

Scope
The Community Safety Advisory Committee will provide advice and recommendations to Council and Council officers on any and all activities of Cairns Regional Council as required.

1 OBJECTIVES

The Committee will assist Council to provide a vital communication linkage to and from Council to sector interest groups, State agencies and the community in general. Through this Committee, Council will be better informed of the community’s aspirations and expectations and will provide a mechanism for Council to engage with the broader community during policy formulation and future direction setting for Council. As emergent issues or concerns are identified, this Committee will enable Council to better define the extent and nature of these issues.

• Promoting partnerships with stakeholders

Crime prevention and community safety can only be effective via a whole of community and whole of agency approach. It is not the responsibility of the police alone. To progress this holistic approach the Community Safety Advisory Committee (CSAC) brings together representatives from the community, government departments and non-government organisations. Leading members from all key agencies in the public, private and voluntary sectors, as well as commerce, will enable the provision of a co-ordinated approach to concerns associated with safety, injury prevention and crime. Members will engage in joint planning, and commit their agencies to joint action. This objective also imparts ownership to the relevant departments and organisations.

• Research into current and emerging safety trends, crime prevention and injury prevention techniques in the local, state and global sectors

Through established networks, members bring details of safety trends (needs, resources, data and tools) to share with others. Through increasing knowledge of available data the Committee is able to disseminate accurate information and assist in the planning of preventive and responsive projects. Utilising the breadth and depth of knowledge, the CSAC will identify strategic objectives based on the analysis of local problems.

• Consultation with the local community

Through regular consultation and engagement, the Community Safety Advisory Officer and Committee representatives are able to identify areas of priority and emerging needs. Residents / groups may be invited to inform Council, the police and other Cairns agencies about their perceptions, needs and concerns for their community.
2 RESPONSIBILITIES

At all times the Community Safety Advisory Committee is to be aware of its obligations and responsibilities to the wider community of the Cairns Regional Council local government area.

The CSAC will act as a reference group in many contexts, including, but not limited to:

- A key point of reference / contact for government and government agencies seeking to raise and/or address crime and safety related issues
- A key point of contact and dissemination to the community and relevant organisations regarding crime and safety issues within the local government area
- Promoting co-ordinated responses to crime and safety related issues within the local government area
- Providing evidenced responses to state and national inquiries into crime and safety related issues in the context of the local experience
- Lobbying and advocating for appropriate support services relating to crime, wellbeing and safety related issues

The Committee members must at all times act in the best interests of the Council. Should any conflict arise it is the obligation of the Committee member to declare that conflict and act accordingly, or as directed by the CEO’s delegate on the Committee, being the Manager Libraries and Community Development.

3 ADMINISTRATION

3.1 Membership

Council will invite nominations from identified peak bodies, and non governmental (NGO) and governmental agencise within the Cairns Regional Council local government area. Membership will be voluntary and there will be up to fifteen appointees.

To be eligible for membership of the Committee, appointees must:

- Be a nominated member of a Cairns region affiliation or association, or a governmental agency, which represents community-wide crime and safety concerns (not single issue group).
- The nominated appointee must reside within the Cairns Regional Council local government area.
- The nominated appointee must have strong and demonstrable community links and knowledge.
- The nominated appointee must be able to represent the community through an understanding of issues to be addressed by the Committee.
- The nominated appointee must be committed to working in partnership with Cairns Regional Council to achieve successful and productive outcomes through the Committee.

The Chief Executive Officer’s (CEO’s) nominated delegate has the authority to request nominations from identified associations or government agencies. Selection will be based on the nominated persons skills, experience, expertise, and knowledge.

Committee members must act impartially and be able to represent the broader needs and aspirations of the community above the needs and aspirations of their own organisation.

To ensure the Committee can perform its vital role in advising Council, the Committee Chair will be drawn from amongst those appointees with extensive government administrative experience. Council will, in consultation with the Committee, appoint the Committee Chair.
Council retains the right to appoint additional representatives should the need arise, or to replace members who may resign through the term of the Committee.

The Committee will continue through the term of the current Council, unless changed by Council resolution.

Councillors are welcome to attend Committee meetings in an observer capacity so that Councillors can fulfil their obligations and responsibilities under the Local Government Act 2009. Councillors must respect the purpose of the meeting and not attempt to direct or influence the decisions of the Committee.

3.2 Meetings

A quorum will consist of at least eight members and should the Chair be absent then the Chair will be selected by the CEO’s nominated delegate to preside for that meeting.

The CEO’s nominated delegate will have the function and responsibility of the preparation of meeting agendas and minutes. Council is committed to sustainability and as such this Committee will operate in an environmentally sustainable manner. The dates, times, agenda and meeting minutes will be displayed on Council’s webpage and information will be provided to members electronically.

Members are required to demonstrate due diligence by their preparation for, attendance at and participation in Committee meetings.

Meetings shall be held bi-monthly. Special meetings of the Committee may be convened as required.

All meetings will be open to the public and any member of the community can attend as an observer.

CSAC meetings will be regularly hosted at Council Chambers, 119 - 145 Spence Street. However, meetings can be convened at other venues, as agreed by the CSAC membership.

3.3 Authority

As the Committee’s role and responsibility is limited to advice, advocacy and community feedback there are no formal voting rights and members must respect and abide by any subsequent decision of Council.

The Committee or its members have no authority over management, should not get involved in day to day operational issues of Council and may not direct staff in any matter or action.

All members of the Committee have access to the Chairperson so that emergent matters can be tabled for consideration at Committee meetings.

3.4 Council Reporting

The CEO’s nominated delegate will ensure that a key activity report will be presented to Council following each bi-monthly meeting. The Committee Chair may be invited to address the Council Committee meeting should the need arise.

3.5 Confidentiality

All matters discussed at Committee meetings together with all material provided to members of the Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes of sector / community engagement.
All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy Act and Right to Information Act. The views of other Committee members will be treated with respect but will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO's nominated delegate. Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council. Committee members must at all times act in the best interests of Council.

3.6 Performance Indicators

- Six meetings each year
- Regular attendance by a minimum of eight members
- CSAC member's positive satisfaction ratings with each meeting; and that the issues raised and outcomes being achieved and delivered are seen as being valued by Council and meaningful and relevant to the group
- Council has engaged and sought the involvement and participation of the CSAC on matters and issues relevant to Committee
- Identified annual list of Council outcomes that have been based on the guidance, direction and recommendations of the CSAC
- Changes and/or additions to Council policies and procedures that have been a direct result of CSAC input and direction.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community Sport & Cultural Services

ADOPTED: 27/06/2012
DUE FOR REVISION: 27/06/2016
REVOKED/SUPERSEDED:
3. Busking General Policy

Cairns Regional Council

General Policy

BUSKING

Intent:
- To encourage activities that contribute vibrancy and life to public areas and to allow opportunities for public performances.
- To provide an equitable system of use for popular busking sites among the buskers earning a living through their art form.
- To minimise complaints, criticism and other problems associated with buskers operating in the city area.

Scope
This policy shall apply to busking carried out on all Council and state-controlled land within the Cairns Regional Council area. Authorised busking is permitted in approved areas in the Cairns CBD, Front Street, Mossman and Port Douglas town centres, under the conditions outlined in this policy. Cairns Regional Council reserves the right to limit the number of approvals at any time, or to regulate through application of fees and charges.

PROVISIONS

- Cairns Regional Council recognises a strong tradition of busking in the Cairns Region. Buskers contribute to a sense of place, provide entertainment and thought-provoking experiences to tourists and members of the general public.
- Busking is recognised as a valid means for people to make a living. Buskers make an important contribution to the cultural life of a city by reflecting styles, values and the issues of society at large.
- Busking should not interfere with pedestrian traffic, the conduct of business, or contribute to a lack of safety.

DEFINITIONS

Busker: A street entertainer who provides performances for the public by playing a musical instrument, dancing, singing, clowning or juggling, or doing other acts of a similar nature in public places.

Circle act: Structured performances requiring the audience to stop and watch or participate in the performance. Approximate duration: 20 minutes.

Dangerous materials and implements: Materials and implements that pose a risk, hazard or uncertain outcomes for people. Dangerous materials include flammable materials and chemicals, fire, fireworks, smoke, flares, heated elements or anything giving off a level of heat or toxicity that poses a threat of harm or damage to members of the public and public property.

Dangerous implements include knives, spears, swords, spikes and sharp implements of any kind that pose a threat of harm to the general public.

Offering for sale: The display or demonstration of items, particularly multiples of items, with an implication that they are available for sale or otherwise in exchange for money (for example, CDs or cassette tapes).

Percussion instruments: A musical instrument played by striking, such as a drum.

Performance: Musical, dramatic or other entertainment substantially involving musical, theatrical or circus performance skills.

Restricted areas: Specified areas within the town that have had restrictions placed on busking activities that may occur in them.

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Soliciting of funds: The act of asking, begging or requesting money or goods from members of the public.

Special Busking Areas: An area designated as suitable for high risk activities such as Circus Acts, use of Dangerous Materials or Percussion instruments.

Special Events: An event/s of a public nature utilizing wholly or in part public land, public roads and/or footpath areas.

Walk-by acts: Spontaneous performances where the audience in not required to stop and watch.

OBTAINING AN AUTHORISED PERMIT TO BUSK

Application for a Busking Permit must be made on the approved form, and be accompanied by payment of required fees and charges.

Criteria for assessing a proposed busking activity include:
- Quality of audition
- Presentation and appearance of the performer/s
- Entertainment value and uniqueness of the performer/s
- Professionalism of the performer/s

For the purpose of identification, applicants will be required to present or provide the following items at the time of application before a Busking Permit will be issued:
- Proof of identity
- Proof of parental consent for applicants under the age of 18 years. Consent forms signed by applicants' parents or guardians must be lodged at the time of application for a permit to busk.

Three (3) Monthly Busking Permits will be issued to individuals. Permits are not transferable or refundable.

The following are not considered to be busking under the terms of this policy and as such a permit will not be issued:
- tarot card and palm readers, fortune readers;
- artists selling their works (such as portrait artists);
- masseurs or masseuses;
- vendors of any kind solicitors of money for any purpose, or;
- any like act or activity.

CONDITIONS FOR BUSKING:

Buskers must hold an authorised permit to busk, issued by Cairns Regional Council.

Buskers must display their Permit to Busk in a prominent, highly visible position in the busking site at all times during their acts.

Buskers may only perform between the hours of 8:00am and Midnight inclusive.

Buskers may perform for a maximum of two (2) hours at any one site.

Buskers must keep the site in use clean while they are working and ensure that their use of the site does not pose a threat to public safety.

Buskers may receive voluntary donations from the audience but may not solicit funds.

Buskers approved to use amplification are restricted to battery operated amplifiers. Use of amplification is to cease at 10:00pm. Restricted areas may apply.

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Buskers may offer for sale Compact Discs consisting of the busker's own work. No other goods or services may be offered for sale, displayed, demonstrated or advertised. Buskers must not interfere with pedestrian flow or cause obstruction to traders or delivery vehicles, including by way of encouraging audience formation in such a manner as to cause such interference. A minimum two (2) metre pedestrian corridor must be maintained so that a continuous corridor is maintained parallel to the roadway.

Buskers who are utilising pavement (chalk) art as a form of entertainment may only do so under the terms and conditions outlined in Attachment 1.

Buskers may only use dangerous implements and materials if they hold a Special Busking Permit to do so and must comply with the terms and conditions in the Code of Practice at Attachment 2.

The use of percussion instruments is limited to restricted areas and the use of percussion instruments is to cease at 10:00 pm.

Police and Council’s Authorised Officers are able to revoke permits if the holder is causing public inconvenience, is likely to cause harm to the public or property, or is otherwise in breach of this Policy.

Additional Terms and Conditions may be applied to individual Permits by Council’s Authorised Officer as required.

RESTRICTED AREAS

Busking is not allowed within areas designated as restricted.

Busking is not permitted in relation to Special Events unless busking forms part of that event or specific invitation is granted by Council.

Busking is not permitted within 10 metres of outdoor dining facilities or Licensed venues during operational hours unless specific invitation has been supplied by management of the business.

Busking is not permitted within 10 metres of Market Stalls.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community & Cultural Services

ORIGINALLY ADOPTED: 28/10/2004
CURRENT ADOPTION: 26/09/2012
DUE FOR REVISION: 26/09/2016
REVOKED/SUPERSEDED:
Attachment 1: Pavement Art Code of Practice

1) This code of practice only covers the areas that are the responsibility of Cairns Regional Council.

2) Busking may include pavement art where it can be seen as a public form of entertainment under the guidelines of the Cairns Regional Council Busking Policy, with all of the Cairns Regional Council Busking Policy conditions applying and including the following specific applications of Cairns Regional Council policies to pavement art.

3) Pavement art, for the purposes of this policy, is defined as Chalk Drawings rendered directly onto the pavement, or renderings done in other materials on removable surfaces, such as canvas or plastic, laid out onto the pavement.

4) Drawing directly onto the pavement may only occur where:
   a. The material used is removable by water and does not leave a residue, and
   b. The surface of the pavement is non-porous material, such as bitumen or concrete. Surfaces not able to be drawn upon directly include sandstone, granite and other porous surfaces.

5) Individual renditions of the artist's work may not be offered for sale, or sold to the public.

6) Any proposed material to be used in carrying out pavement art must not be slippery (whether wet or dry) and must not be such as to be likely to cause a public hazard.

7) There must be no complaints received from shop owners regarding walking materials used in carrying out the pavement art into shops (such as chalk).
Attachment 2: Use of Dangerous Materials and Implements in Busking: Code of Practice

Cairns Regional Council recognises that many buskers use materials and/or implements in their performance that may reasonably be considered as dangerous. Cairns Regional Council also acknowledges that, in the hands of skilled and experienced performers, the use of fire or superficially dangerous implements such as knives and swords within circus or juggling acts lends an appealing theatrical element that is popular with the viewing public.

The purpose of this code of practice is to ensure that the use of dangerous materials and implements is restricted to buskers who have highly developed skills and experience in their use and who are able to ensure the safety of both the performer and the viewing public.

1. Approval of the use of dangerous materials and/or implements

Buskers using dangerous materials and/or implements must hold a current Special Busking Permit to use such items in their performance. Buskers holding Special Busking Permits must adhere to all terms and conditions of the standard busking licence.

All dangerous implements to be used in the performance, as defined under the Dangerous Goods Act, Clauses 14, 31, 236, 240, 242, covering the use of prohibited items, must have edges blunted and rendered non dangerous (including chain saws and mechanical items). An implement is determined to be blunt if it is incapable of piercing human skin when pressure is directly applied to its edge or point against human skin.

Where flammable liquids are to be used, all storage and transport must be as per the Australian Dangerous Goods Code, section 7, including:
- Portable plastic containers to be no greater than 5 Litre capacity
- Containers to be conspicuously marked “HIGHLY FLAMMABLE”

2. Approved sites for the use of dangerous materials and implements.

Buskers may only use dangerous materials and/or implements within designated Special Busking Sites. Special Busking Sites will be recorded on a schedule of approved busking sites.

3. Process for Obtaining a Special Busking Permit

Special Busking Permits apply only to individual performers and not groups. All individual performers within a group must hold Special Busking Permits if they are to use dangerous materials and/or implements.

Special Busking Permits are available under the same terms and conditions as standard Busking Permits with the exception of the additional requirements nominated below:

A completed Risk Management Plan must accompany Special Busking Permit application. This risk management plan must include a minimum requirement the following items;
- Plan of performance area indicating minimum safety space between performer and audience
- Detail of measures used to maintain safety space for duration of performance
- Detail of all dangerous implements and/or materials to be used in the performance.
- Detail of all safety devices on site during the performance
- Detail of first aid kit and First Aid Officer on site during performance
- Detail of all appropriate licences / certificates e.g. Chain Saw operators certificate, pyrotechnics certificate.
4. Sunsmart Policy for Sporting Organisations

SunSmart Policy for Sporting Organisations

Intent: For all users of Council’s sporting facilities to adopt practices to protect participants, organisers, officials, coaches or spectators from potential sun damage and to be educated about sun smart behaviour.

Scope: This policy applies to all sporting facilities of Cairns Regional Council.

PROVISIONS

RATIONALE

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 60% are skin cancers. Given sporting events often take place during peak ultraviolet radiation (UVR) times throughout the day, sporting organisations play a major role in both minimising UVR exposure and providing an environment where policies and procedures can positively influence long-term SunSmart behaviour.

Thousands of Queenslanders are involved in outdoor sports as participants, organisers, officials, coaches or spectators. This involvement has many health benefits, but it also carries the risk of increased exposure to UVR therefore the risk of skin cancer.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn is a contributor to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

With this in mind, Cairns Regional Council realises the need to encourage the sporting organisations that use its facilities to protect participants, organisers, officials, coaches or spectators from the sun and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

POLICY:

The Cairns Regional Council SunSmart Policy aims to:

- Encourage User Groups of Council’s Sporting Facilities to provide ongoing education to their members that promotes personal responsibility for skin cancer protection and early detection;
- Provide sporting environments that support sun smart practices;
- Create an awareness of the need to reschedule events, where possible, to support sun smart practices; and
- Promote a sun safe lifestyle, which minimizes the dangers of exposure to the sun.

PROCEDURES:

Cairns Regional Council recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.

The purpose of this SunSmart policy is to ensure that all participants, organisers, officials, coaches or spectators attending Council Sporting Facilities are aware of and encouraged to act to avoid the harmful effects of the sun throughout the year.
COUNCIL’S COMMITMENT:

Cairns Regional Council will:

- Inform all sporting groups and organisations ("user groups") that use a Council Sporting Facility of Council’s SunSmart Policy.
- Include the SunSmart policy statement with any User Agreements for its Sports Facilities.
- Request User Groups, that enter into formal arrangements for use of Council’s facilities, prepare a SunSmart Policy, in accordance with the Cancer Council’s SunSmart Policy Guidelines for Sporting Organisations¹, relevant to the individual Group or Organisation.
- Encourage User Groups to use the Cancer Council Queensland guidelines for SunSmart clothing when designing or redesigning uniforms.
- Encourage User Groups to, where possible, hold training sessions and competitions at venues that provide adequate shade for members.
- Increase the amount of shade around its Facilities, where possible, by building shelters and planting trees and encourage the use of portable shade structures by User Groups.
- Encourage all coaches, trainers and adult members of User Groups to act as positive role models for younger members in all aspects of SunSmart behaviour by:
  - Wearing appropriate hats and clothing for all outdoor activities;
  - Using SPF 30+ broad-spectrum, water resistant sunscreen;
  - Seeking shade wherever possible; and
  - Wearing sunglasses that meet Australian Standards.
- Encourage User Groups to provide ongoing education about skin cancer prevention and early detection to its members, and to promote SunSmart behaviours through posters and information brochures.
- Encourage User Groups to regularly reinforce the SunSmart policy through Club newsletters, meetings and activities.
- For swimming facilities, encourage Swim clubs to incorporate SunSmart swimsuits into the club uniform.
- Encourage User Groups to attempt, wherever practicable, to conduct outdoor activities before 10 a.m. or after 2 p.m. (Australian Eastern Standard Time).
- Regularly review the SunSmart Policy.

COUNCIL’S EXPECTATIONS:

User Groups will:

- be aware of Council’s SunSmart policy;
- Prepare a SunSmart Policy relevant to the individual Group or Organisation;
- use shaded or covered areas, where possible, for outdoor activities;
- be encouraged to take responsibility for their own health and safety by being SunSmart;
- comply with SunSmart rules and guidelines by wearing suitable hats, sunscreen, clothing and sunglasses;
- act as positive role models for other participants in all aspects of SunSmart behaviour;

¹ the Cancer Council’s SunSmart Policy Guidelines for Sporting Organisations are available at www.cancerold.org.au
• participate in initiatives to protect the users and spectators of the Facility from excessive exposure to the sun.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community, Sport and Cultural Services

ADOPTED: 20/09/2012
DUE FOR REVISION: 20/09/2016
REVOKED/SUPERSEDED:
5. Bushfire Management Policy

Cairns Regional Council

BUSHFIRE - MANAGEMENT

General Policy

Objective

The Cairns Regional Council is prepared to commit resources for the control of bushfires, the carrying out of fuel reduction burns, revegetation programs and clearing to:

1. Assist in the protection of human life and property
2. Assist in retaining the scenic amenity of the region
3. Assist with the environmental management of the City's flora and fauna

Council is aware of its specific responsibilities to reduce fire hazard as well as to report and attempt to control unauthorised fires on lands it controls as required by Fire Services Act of 1990.

The content of this Policy is to be read in conjunction with other Fire Plans produced by the Queensland Fire Services, Environment Protection Agency and the Queensland Parks and Wildlife Service.

Scope

This policy applies to all Council freehold and Crown land subject to bushfire within the City and in cases of emergency provide assistance to other land managers and fire fighters in other areas which may be outside the Region's boundaries if called upon to do so by the relevant and authorised person or agency.

PROVISIONS

Bushfire control in the Cairns Region is the responsibility of a number of agencies. The Queensland Fire Services is however the front line organisation in active fire fighting in the Cairns urban area and fringing bushland not including State Forests, National Parks, and Conservation Parks, Conservation Parks and State Forests.

1. Personnel

Council will maintain a small fire fighting unit with staff training to a level equivalent to Bush Fire Fighter Level 1 of the proposed National Standards and nominated personnel to be trained to Bush Fire fighter Level 2. Council will have on hand suitable small scale fire-fighting equipment including approved protective clothing. This equipment should be based at Stratford, Gordonvale, Mossman Depots as well as at the Botanic Garden in proportion to the numbers of fire fighters at each site.

All units will have a four-level structure headed by a Fire Manager supported by Sector Boss”, Crew Leaders and Crew Members. These persons may not necessarily be Council employees as can be made up of persons from other agencies.

The fire-fighting unit will be capable of carrying out limited fire control or hazard reduction burning, on council controlled land. The fire-fighting unit will also co-operate and support the other fire-fighting agencies.
1.1 Remuneration

Staff called out to attend a fire, will receive normal pay entitlements including penalty rates and overtime under the Local Government Award.

Any involvement which incurs the deployment of personnel and expenditure outside the Region’s boundaries is provided for in Local Government Act 2009.

1.2 Communications

Fire Boss’s and Crew Leaders will be in contact by mobile phone through Council’s after hours service and have access to hand held two-way radios. Fire Boss’s will also be supplied with a two-way radio/telephone interface and separate mobile telephones permitting communications with other agencies.

1.3 Heavy Equipment

In the event of a fire with approval from the General Manager Infrastructure Services or nominee, there will be immediate access to a water truck, grader and backhoe and other equipment as may be able to be supplied from time to time.

1.4 Activation Procedures/Bush Fire – Rural

Activation of Council fire management resources is upon request from Queensland Fire Services and/or Department of Environment & Heritage Protection and/or the Queensland Parks and Wildlife Service to the Mayor, Cairns Regional Council or delegate.

For the purpose of the implementation of this policy, the authority to activate personnel and equipment is delegated to the Manager Parks & Leisure or nominee.

The Chief Executive Officer and General Manager Community, Sport & Cultural Services, are to be advised of any activation at the earliest possible opportunity.

1.5 Fire Plans

Council will continue to have representation on the Cairns District Fire Management committee and will co-operate with and support the other fire fighting agencies.

Council will continue to participate in the annual reviewing of fire management plans for areas of land under Council’s jurisdiction. These areas include:

Mt Whitfield Conservation Park, Herley Hill, Lunitly Hill, fire prone areas adjacent to Lake Morris Road and any other sites under Council control subject to fire.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community Sport & Cultural Services

ORIGINALLY ADOPTED: 19/9/2002
CURRENT ADOPTION: 20/11/12
DUE FOR REVISION: 28/11/16
REVOKED/SUPERSEDED:

#515532 v3
6. Caravan Parks and Campgrounds Policy

CAIRNS REGIONAL COUNCIL

General Policy

Caravan Parks and Campgrounds Policy

Intent To outline Council’s position in relation to the provision of user pay caravan parks and campgrounds in the local government area. This policy states the broad principles for the on-going operation and management of Council owned or controlled caravan parks and campgrounds.

Scope This policy applies to all user pay caravan parks and campgrounds under Council’s ownership or control:
- Mossman Riverside Caravan Park
- Port Douglas Tropic Breeze
- Cairns City Caravan Park
- Wonga Beach Caravan Park and Campground
- Palm Cove Caravan Park and Campground
- Brampton Beach Campground
- Fitzroy Island Campground.

PROVISIONS

Background

Cairns Regional Council currently has control of seven (7) user pay caravan parks and campgrounds within the local government area. One (1) facility is owned in Freehold by Council, six (6) of these facilities are located on State Reserves over which Council is Trustee.

When creating a Reserve, the State dedicates the land for a primary use, for example: Reserve for Recreation and Camping; or Reserve for Local Government – Caravan Park. Council as Trustee is tasked with ensuring the Reserve is used in a manner consistent with the purpose for which the land has been dedicated.

The Department of Natural Resources and Mines has adopted a Caravan Park Policy (PUX/9011/02). The purpose of this State policy is to ensure action is taken to preserve caravan parks and campgrounds located on State-owned land and to identify unallocated State land suitable for development as caravan parks.
Rationale

Cairns Regional Council recognises that domestic and drive tourism represent a significant component of Queensland’s tourism industry. For economy travellers, campgrounds and caravan parks are often favoured destinations.

As Trustee of various Reserves dedicated for camping related purposes it is Council’s role through the provision of caravan parks and campground facilities in the local government area to:

- support the State Government's policy on Caravan Parks by ensuring its existing facilities are managed in a manner consistent with the dedicated purposes of the various reserves;
- deliver an efficient, consistent and sustainable model for operating its existing facilities to the benefit of locals and visitors to the region through the strategies identified in Council’s Caravan and Campground Business Plan; and
- ensure existing facilities are operated under the best management option available in order to deliver efficient and effective outcomes, whilst maximising the financial opportunities available to Council.

Principles

The following drivers enable Council to be at the forefront of local government facility provision, service delivery and innovation whilst maximising the financial opportunities available to Council.

Drivers:

- Financial – “to positively contribute to Council’s overall position”
- Economic – “to contribute to a sustainable and prosperous region by supporting core industries”
- Safety and Security – “to be safe, secure and prepared for natural events”
- Operational processes & management – “to be efficient, consistent and resilient to change meeting or where possible exceeding minimum standards of service”
- Positioning – “to market and promote the facilities in a manner that embraces their individuality yet leverages their synergies”
- Infrastructure – “to plan, deliver and maintain the facilities in a manner that meets current and future needs”
- Partnerships – “to be connected with stakeholders, dynamic and decisive in responding to shared outcomes”

Management Approach:

There are a number of factors that influence Council’s preferred management approach at a particular facility, including:

1. Reducing operational involvement by Council;
2. Retaining Council’s influence over strategic decision making;
3. Ensuring the financial benefit to Council is above market lease rental value:
   a. If Council can manage internally at a net value greater than market rental value, then proceed with Management Agreement model;
   b. If Council cannot manage internally at a net value greater than market rental value, then proceed with Lease model.

At the expiry or termination of any agreement, Council will use the above decision making process in determining the most appropriate management approach.

The provision by Council of user pay caravan parks and campgrounds is limited to those already under Council’s control.
This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community, Sport and Cultural Services

ADOPTED: 27/02/2013
DUE FOR REVISION: 27/02/2017
REVOKED/SUPERSEDED:
7. Banner Pole Policy

CAIRNS REGIONAL COUNCIL
NO.1:96:13

General Policy

BANNER POLE POLICY

Intent This policy is designed to facilitate the promotion of festivals, events, public awareness campaigns and community activities through the use of banners whilst adding positive visual amenity to areas where they are installed.

Scope This Policy covers the flying of all banners on banner poles under the control of Cairns Regional Council.

PROVISIONS

1.0 INTRODUCTION

The Pole/Banner Policy has been developed by Cairns Regional Council with the primary objective of assisting with the promotion of significant community festivals, events, conferences, public awareness campaigns and activities. Council also has the objective of allowing banner displays to add to the vibrancy and vitality of the region’s urban centre streetscapes.

To achieve these objectives a number of poles suitable for banner display have been erected by Council in Cairns City, Palm Cove, Port Douglas and Mossman.

This Policy specifically excludes use of banners for commercial advertising or promotions unless this has been otherwise approved under Council Local Laws.

2.0 BANNER POLE MANAGEMENT

Management of the Pole/Banner Policy will be conducted by the Community Sport and Cultural Services Department. The Inner City Facilities Manager will be the designated Banner Pole Manager.

3.0 LOCATION OF BANNERS

3.1 Pole Banner Display Locations

This Policy identifies the following areas suitable for pole banner display:

- All purpose-built banner poles under the control of Cairns Regional Council
- All poles under the control of Cairns Regional Council that have been suitably engineered and constructed for fitment of removable banner brackets.

3.2 Non Pole Mounted Banners

Installation of non-pole mounted temporary banners is not permitted on Council controlled lands without prior written approval. Such installation will only be considered in relation to a specific event occurring within a Council controlled venue in close proximity to the banner, and will be subject to prior approval by Council Local Laws in consultation with venue management.
3.3 Banners across the Roadway

Banners across the road are permitted on State-controlled roads in the following locations:
- Front Street Mossman
- Port Douglas Road, Port Douglas.

Banners across the road are permitted on Council-controlled roads in the following location:
- Collins Avenue, Cairns

4.0 Banner Design/Production and Installation

Engagement of appropriate persons to undertake design, production and installation of all banners will be
the responsibility of the hiree, under the guidelines of the Banner Manager.

Pole banners are intended to add significant positive visual amenity to areas where they are installed.
Imagery upon the banners is required to reflect the vibrancy and vitality of the tropical lifestyle
synonymous with the region. The Banner Pole Manager shall be entitled to refuse any proposed banner
design that contravenes the spirit or intent of the pole/banner policy.

The policy allows recognition of sponsorship associations on banners promoting festivals, events and
community activities. The Policy also allows for recognition on banners of corporate partnerships in
relation to Council-organised and staged activities, programs, events and activities. Where sponsor or
partnership detail such as logos is included upon banners, this is to be restricted to no more than 25% of
the total banner area.

5.0 FEES AND CHARGES

Council will resolve annually the Banner Pole hire fees and charges that are to be applied for use of
approved banner locations. These fees will be available for viewing on Council’s website. Where use of
banner poles is for Council purposes, hire fees would not apply.

5.0 STAKEHOLDERS

Ergon Energy and the Department of Main Roads have on-going agreement in place with Council to
allow Council to utilise designated banner poles under the control of these external agencies from time
to time as required. The Department reserves the right to review the display of banners within State-
controlled road reserves.

The Policy recognises Tourism Tropical North Queensland (TTNQ) as having approval to fly banners on
two Council poles in the immediate vicinity of TTNQ’s Esplanade offices at no charge.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager
Community Sport and Cultural Services

ORIGINALLY ADOPTED 28/06/2001
CURRENT ADOPTION 27/02/2013
DUE FOR REVISION 27/02/2017
REVOKED/SUPERSEDED:

# 284027v5

Agenda – Community Services Committee 20 May 2015 - #4729773
8. Cairns Active Travel Advisory Committee Terms of Reference

CAIRNS REGIONAL COUNCIL

CAIRNS ACTIVE TRAVEL ADVISORY COMMITTEE - TERMS OF REFERENCE

Intent The Cairns Active Travel Advisory Committee will provide a forum for discussion and information exchange between relevant groups and Council about strategic issues relating to Active Travel matters. The committee will provide input into progressing the implementation of Council’s ‘Cairns Cycling & Walking Strategy 2010 – 2030’.

Scope The Active Travel Advisory Committee will provide advice and recommendations to Council on Active Travel activities of Cairns Regional Council.

1 OBJECTIVES

The Active Travel Advisory Committee will:

- Facilitate network planning.
- Coordinate actions with regional and state level activities, such as;
  - Active Town Pilot Program
  - Healthy Active School Travel Program
  - Principal Cycle Network Plan

The Committee will assist Council to provide a vital communication linkage to and from Council to interest groups, State Agencies and the community in general. Council will be informed of the community’s aspirations and expectations and will provide a mechanism for Council to engage with the broader community during policy formulation and future direction setting for Active Travel.

2 RESPONSIBILITIES

The Cairns Active Travel Advisory Committee will give timely advice and expertise regarding Active Travel issues. Provide input into the prioritisation of annual works relating to the Cairns Cycling and Walking Strategy (2010 – 2030). The Committee will assist Council to engage with communities and stakeholders to ensure that information around strategic development, direction setting, and policy formation are discussed and clearly communicated.

The Active Travel members must at all times, act in the best interest of the council. Should any conflict arise it is the obligation of any particular committee member to declare that conflict and act accordingly or as directed by the CEO’s delegate on the Active Travel Advisory Committee, being the General Manager, Community, Sport & Cultural Services or their delegate.

3 ADMINISTRATION

3.1 Membership

Membership of the Cairns Active Travel Advisory Committee is in a voluntary capacity and will comprise of representatives from:

Department of Transport & Main Roads x 2
Queensland Police x 1
Queensland Health x 1
Sport & Recreation (State Government) x 1
Community representation x up to 3
Tourism x 2 (TTNO, TEDD)
Community representatives to be appointed by Council following a public call for expressions of interest.

Chair to be elected by Committee.

The Chair will be empowered by Council to ensure the good order and conduct of the Committee meetings. The General Manager, Community, Sport and Cultural Services or their delegate will attend committee meetings.

Council retains the right to appoint additional members should the need arise during the term of Council.

3.2 Meetings

A quorum will consist of at least five members and should the Chair be absent the General Manager or delegate will nominate a chair to preside for that meeting.

The General Manager or delegate will have the function and responsibility of the preparation of meeting agendas and minutes.

Members are required to demonstrate due diligence by their preparation for, attendance at and participation in Committee meetings.

Meetings shall be held every 2 months, if possible. Meetings will generally be held at Council’s Botanic Gardens Visitor Centre. Special committee meetings may be convened as required.

3.3 Authority

As the Committee’s role and responsibility is limited to advice, advocacy and community feedback there are no formal voting rights and members must respect and abide by any subsequent decision of Council.

3.4 Council Reporting

The General Manager or delegate will ensure that the To Do List documenting all actions, by whom, shall be distributed to members within 5 working days of the meeting and shall be submitted to the relevant Council meeting for noting. The Committee Chair may be invited to address the Council Committee meeting should the need arise.

3.5 Confidentiality

All matters discussed at Committee meetings together with all material provided to members of the Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes of sector/community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy Act and Right to Information Act. The views of other Committee members will be treated with respect but will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the General Manager or delegate. Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council. Committee members must at all times act in the best interests of Council.
3.6 Performance Indicators

- Regular attendance by a minimum of 5 Committee members.
- Committee member’s satisfaction that the issues raised are discussed and appropriately addressed where possible.
- Council has engaged and sought the involvement and participation of the Committee on matters and issues relevant to Active Travel.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community Sport & Cultural Services

ORIGINALLY ADOPTED: 29/06/2013
CURRENT ADOPTION: 26/06/2013
DUE FOR REVISION: 26/06/2017
REVOKED/SUPERSEDED:

#375114v2
9. Cairns Libraries Book Launch General Policy

CAIRNS REGIONAL COUNCIL

General Policy

CAIRNS LIBRARIES
BOOK LAUNCH POLICY

Intent As a public cultural and literary institution, Cairns Libraries welcome Book Launches by local, national and international authors. This policy aims to provide guidelines for Book Launch requests and approvals.

Scope This policy applies to all Cairns Libraries located at:
- Babinda
- City
- Earlville
- Edmonton
- Gordonvale
- Manunda
- Smithfield
- Stratford

NB: Not all service points have sufficient space to host Book Launches

PROVISIONS

Application
Book Launch requests may be submitted to the Manager Cairns Libraries and Community Development or delegated officer.

Consideration for approval
Approval will be assessed using, but not limited to the following criteria:
- benefit to the Cairns Community
- benefit to Council and libraries
- availability of venue
- Request for cash or in-kind support
- availability of library resources including staff

Approval
Approval will be determined by the Manager Cairns Libraries and Community Development or delegated officer.

Costs
Costs will be assessed by Cairns Libraries in line with Cairns Regional Council’s Fees and Charges Schedule.

#2041200v3
Book Sales
Book sales are permitted in line with Council Administrative Instruction - Sale of Goods from Public Areas within Council Facilities - No.2.02.68: “Sale of goods which are essential to activities at Council’s facilities such as Library Book Launches and Exhibitions”

Limitations
Cairns Libraries reserves the right to limit the number of attendees according to venue capacity and resources required.

Liability
Cairns Libraries assumes no liability in the event of damage, destruction, or theft of Book Launch material or property.

Public Liability
All Book Launch organisers must comply with Occupational Health and Safety and Council’s public liability standards.

Mounting and dismantling displays for a Book Launch
Book Launch organiser is responsible for mounting and dismantling, including labour, materials and costs.

Approval must be gained forty-eight (48) hours before the display is mounted. Mounting and dismantling must be done in conjunction with the relevant library supervisor, during normal library hours without interrupting library operations, or compromising the safety of library users and staff. The fixtures of the library must not be disturbed or altered in mounting the display.

Book Launch organiser is responsible for collecting all materials at the end of the display period. Disposal of uncollected material is at the discretion of the Library Supervisor without further corresponding with the organiser.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: Community, Sport & Cultural Services

ADOPTEO: 13/11/2013
DUE FOR REVISION: 13/11/2017
REVOKED/SUPERSEDED:
10. Cairns Libraries Children and Young People General Policy

CAIRNS REGIONAL COUNCIL

General Policy

CAIRNS LIBRARIES
CHILDREN AND YOUNG PEOPLE POLICY

Intent
The purpose of the Children and Young People Policy is to:
- Define the Cairns Libraries approach to providing for children and young people when in the library
- Define the Cairns Libraries expectations of parent, carers and educators
- Inform parents, carers and educators about matters relevant to the care of children and young people in the Library

Scope
This policy applies to all Cairns Libraries branches and surrounding areas

PROVISIONS

Providing for Children and Young People
Cairns Libraries actively encourages children and young people to use and enjoy the library freely, frequently, widely and creatively. Priorities in relation to children and young people are:

- Promoting and providing opportunities for improved access to Literacy and Literary programs
- Revealing the scope for exploration, discovery and learning in Cairns Libraries
- Stimulating interest in ideas, culture, creativity and learning
- Fostering the skills, critical capacities and multi-literacies necessary to effectively navigate diverse domains of information, knowledge and culture
- Equally valuing and catering for individual interests, capacities and personalities
- Bringing children and young people along the path of self-motivated, independent, and creative learning for life.

Programming for children and young people is based on child and young person centred philosophies and values.

Philosophies
All stages in the development, delivery and evaluation of programs and services for, with, by and about children and young people:

- Are grounded in the issues, interest and developmental needs of children and young people
- Incorporate processes for the meaningful engagement of children and young people
- Incorporate measures to ensure that partnerships with individuals and organisations align with the Cairns Libraries own child and young person centred approach

#3003606v3
Values
Programming and services for children and young people:

- Celebrate the contemporary lives, cultures and identities of children and young people
- Value the things that children and young people can do and want to know
- Recognise the important role of parents, carers and educators in the lives of children and young people
- Acknowledge the right of children and young people to access, contribute to, and comment upon the collections, services and programs of Cairns Libraries
- Understand the evolving social and community contexts in children and young people’s lives

Legislative underpinning

The object of the Act is “… to contribute to the cultural, social and intellectual development of all Queenslanders” One of the guiding principles for achieving the object is: “Children and young people should be supported in their understanding and use of library and informational services.”

Expectations of parents, carers and educators
To ensure that children’s and young peoples’ experiences of the Cairns Libraries is consistently positive, Cairns Libraries seeks the cooperation of parents, carers and educators. Parents, carers and educators are asked to understand that:

- It is assumed that any person on Cairns libraries premises who requires individual supervision (including all children) is actually receiving it from a parent, carer or educator.
- It is required that children in Cairns Libraries be supervised by a responsible adult. Children using libraries always benefit from the encouragement and support of a caring adult.
- Parents or other adults accompanying children should alert Cairns Libraries staff to:
  - Any bullying, intimidation or harassment experienced by the child or young person and/or
  - Any suspicion that children or young people are being harmed

Matters relevant to the care of children and young people in Cairns Libraries
The following information may be relevant to parents, carers and educators in caring for children and young people in Cairns Libraries.

- Libraries are busy public places open to all, and staff cannot judge which members of the public may be dangerous or unpredictable
- Cairns Libraries does not censor its collections. Internet content and activity on the internet is similarly not censored or screened by use of filtering software or by any other means. (However, Cairns Libraries complies with laws limiting or prohibiting access to specified material, including laws limiting access to specified material on the basis of a person’s age)
- Cairns Libraries does not supervise children’s or young peoples’ use of collections or internet facilities. Professional library staff are available to help children and young people and their parents or carers effectively navigate collections and the internet
Unattended children
If Library staff discovers an unattended child on Library premises, staff will endeavour to arrange for a parent, carer or educator responsible for the child to collect the child. If such arrangement cannot be made the child will be considered at risk and the Queensland Police Service will be notified.

Working with Children checks
Cairns Libraries requires volunteers, external consultants and contractors to hold a current Blue Card (issued by the Commission for Children and young People and Child Guardian) in order to work with children in the library.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Children</td>
<td>People aged 0 to 11 years</td>
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<tr>
<td>Young People</td>
<td>People aged 12 to 25 years</td>
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</tbody>
</table>

References

The Policy is supported by:

- Libraries Act 1988

- State Library of Queensland - Children and Young People Policy

- State Library of Queensland - Intellectual Freedom Policy

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: Community, Sport & Cultural Services

ADOPTED: 13/11/2013
DUE FOR REVISION: 13/11/2017
REVOLED/SUPERSEDED: