



Narrandera
Shire Council

**Railway Station Facility
Advisory Committee
TERMS OF REFERENCE**



Committee Name	Railway Station Facility
Committee Type	Advisory
Responsible Section	Community Development
Document ID	50289
Date Adopted	15 February 2022 (22/045)
1. Purpose	<p>The Railway Station Facility Management Committee is formed to manage the operations of the Railway Station Facility located Whitton Street, Narrandera.</p> <p>The Committee is to manage the facility subject to the directions of the Narrandera Shire Council and for the benefit of the residents of the Narrandera Shire.</p>
2. Establishment	<p>The Railway Station Facility Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.</p> <p>Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.</p> <p>The Railway Station Facility Committee as a Committee of Council is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none"> • Council's Code of Conduct
3. Volunteer Groups	<p>The Committee will be responsible for liaising with the following volunteer groups:</p> <ul style="list-style-type: none"> • Narrandera Arts and Creative Network (NACNET) • Narrandera Community Radio (Spirit FM)
4. Objectives	<ul style="list-style-type: none"> • Liaison with Volunteer Groups to ensure that the interests of their particular area are adequately represented • To provide the management of the Railway Station Facility to ensure it is efficiently managed, operated and maintained to meet the present and future needs of the community. • To provide oversight on the general finances of the Railway Station Facility • To provide input on the asset replacement and renewal requirements for the Railway Station Facility • To assist in developing sustainable plans, policies and guides for Railway Station Facility • To provide an avenue for the incorporation of cultural and recreational planning into applicable community plans, services and initiatives. • To provide an avenue for community members and organisations to

	<p>raise and address issues related to the Railway Station Facility</p> <ul style="list-style-type: none"> To implement and oversee the strategic direction of the Railway Station Facility in addressing outcomes identified in the Community Strategic Plan.
5. Objectives from the Community Strategic Plan (CSP)	<p>The objectives of the Railway Station Facility Committee align with the following objectives from the CSP:</p> <ul style="list-style-type: none"> To feel connected and safe. 16. Encouraging the community to initiate the development of innovative and regular events. 17. Support community groups where possible to remain functional into the future. 18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees. <p>For more information refer to the 2017-2030 Community Strategic Plan available via Council website.</p>
6. Membership	<p>The Committee is to consist of a minimum of six (6) members</p> <ul style="list-style-type: none"> Minimum of five (5) Community representatives which will include representatives of user groups including NACNET and Narrandera Community Radio Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term. Committee members shall: <ul style="list-style-type: none"> Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate) Read Business Papers in advance and undertake necessary research. Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members. Participate in discussions and decision making. <p>Follow through actions minuted and subsequently adopted by Council.</p>
7. Method of Determining Members	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> Nominations of interest advertised via social media, print media Nomination form completed by interested parties Submissions collected Report submitted to General Manager Recommendations to Council Resolution of Council endorsing members of Committee <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> Review previous nominations Nominations of interest advertised via social media, print media Submissions collected Report submitted to General Manager Recommendations to Council Resolution of Council endorsing members of Committee
8. Office Bearers	<p>The Committee will elect the following office bearers:</p> <ul style="list-style-type: none"> Chairperson – elected annually at AGM from the Community

	<p>representatives</p> <ul style="list-style-type: none"> ○ Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate. ○ Ensure preparation of agenda before the meeting. ○ Approve meeting minutes prior to distribution. ○ Represent the Committee as spokesperson. <ul style="list-style-type: none"> • The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
9. Term	The Committee is established for the term of Council, plus three (3) months.
10. Meetings	<p>Meetings are held three times per year in February, June and October, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
11. Quorum and Voting	<ul style="list-style-type: none"> • A quorum for a meeting will be a majority of the members of the committee • A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter • For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required • Committees are encouraged to make decisions by consensus • Council staff do not have the authority to vote on issues.
12. Reporting Requirements	<ul style="list-style-type: none"> • Agenda • Recommendations for submission to Council Meeting • Minutes of meetings within two weeks from meeting • Updated list of volunteers • List of suggested capital improvement works for consideration in the budget • List of suggested Fees and Charges
13. Termination of Membership	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> • resigns by notifying the Committee and Council in writing • fails to advise of an absence of up to three meetings in a calendar year • fails to comply with Council's Code of Conduct • holds any office of profit under the Committee • fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • dies • becomes a mentally incapacitated person • becomes bankrupt <p>or if Council passes a resolution to remove the member from the Committee.</p>
14. Executive Support	<p>Council's Community Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> • Be the main conduit between the Committee and Council • Provide and/or collect reports for compilation of the Agenda

	<ul style="list-style-type: none"> • Compile and circulate agendas, attend meetings, compile and distribute minutes • Monitor and follow-up Action Report • Compile the Annual Report of the Committee in conjunction with the Chair • Assist with referrals and information for resolution of matters within their authority • Be the custodian of information for the nominated facility <p>Council's Governance team will:</p> <ul style="list-style-type: none"> • Oversee the recruitment, selection and appointment process for Committee membership • Facilitate a review process for the Committee and the Term of Reference as required • Provide information and education on good governance
15. Committee Review	Annual review of Committee need and objectives
16. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

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