



## NOTICE OF EXTRA TUMUT RAILWAY PRECINCT COMMITTEE MEETING

Notice is hereby given that an Extra Tumut Railway Precinct Committee Meeting of Snowy Valleys Council will be held in the Riverina Room located on the 1st Floor of the Riverina Highlands Building, 76 Capper Street, Tumut on, **Tuesday, 03 July, 2018**, commencing at **3:30 PM**.

<b>Distribution: 7</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Clr Geoff Pritchard (Delegate)			
Coordinator Open Space & Facilities - Andrew Burke (Delegate)			
Phil Bennetts			
Tumut Potters Inc. – Col Locke			
Community Garden Group - John Lyell			
Kevin Swann			
<b>Information Only</b>			
Public			

### **Business**

1. Apologies
2. Confirmation of Minutes
3. Business arising from Minutes
4. Committee Reports
5. Correspondence
6. General Business

M Hyde  
**General Manager**



## **EXTRA TUMUT RAILWAY PRECINCT COMMITTEE MEETING – AGENDA**

Tuesday, 03 July, 2018, commencing at 3:30 PM.

### **APOLOGIES**

### **CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-**

. Tumut Railway Precinct Committee Meeting – 07/12/2016	3
. Tumut Railway Precinct Committee Meeting – 13/06/2016	5

### **BUSINESS ARISING FROM MINUTES**

### **DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

### **COMMITTEE REPORTS**

. Tumut Railway Precinct Committee- Matters for July 2018	6
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### **GENERAL BUSINESS**

### **NEXT MEETING**

The next meeting date is scheduled to be held 10 October 2018.

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**MEETING COMMENCEMENT:**

**PRESENT:**

<b>Participants:</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Geoff Pritchard	✓		
Director Corp. Services-Allan Tonkin (Delegate)	✓		
Phil Bennetts	✓		
Peter Prewett	✓		
Tumut Potters Inc. – Georgina Oliver	✓		
Community Garden Group - John Lyell	✓		
Kevin Swann	✓		
Nick Browning	✓		

**CONFIRMATION OF MINUTES:**

Allan Tonkin explained that given the proclamation of SVC on the 12 May 2016 this Committee was not reporting to Council but could conduct normal operational matters on behalf of the Administrator.

**BUSINESS ARISING FROM MINUTES:**

Nil

**DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

Nil

**COMMITTEE REPORTS:**

Allan Tonkin referred to report TRP1 "Tumut Railway Precinct Report – 7<sup>th</sup> December 2016" and noted the following:

1. Comments regarding the interpretive sign were received from Nick Browning, Peter Prewett and Kevin Swann.
2. The comments would be sent to David Ward and Dee Rogers requesting them to include as many of them as possible and where relevant.
3. The comments could add to the overall visual outcome and general content of the proposed signs.
4. Council to consider developing a pamphlet to accompany the signs and be available from the Tumut Region Visitors Centre (TRVC).

**GENERAL BUSINESS:**

Matters that need attention:

1. Clean up of the weeds on Yarra Road before they do too much damage to the bitumen.
2. There is a broken railway line (caused by vandals) between the Potters Shed and the SES that is dangerous? Can it be inspected and if it's a WH&S matter be fixed?

3. When will the toilets be open? There is a Lions Market scheduled for the 17/12/16?
4. Explain how the electricity is available for the markets? The Potters believe that when the Lions Club connect it blows their circuits. Can Mick Crampton report on the situation?
5. There are some old posts near the ramp at the end of the Potters Shed that are protruding out of the ground and the Potters believe they are a WH&S matter. Can they be inspected at the same time as point 2 above?
6. Georgina Oliver has offered to replant and care for some new trees if we provide them?
7. Check when the western access road will be sealed and opened. We will need to have direction signs ready.

**NEXT MEETING**

The next meeting will be held on Wednesday, 8<sup>th</sup> February 2017.

**CLOSED:**

The meeting closed at 3.00pm.

**MEETING COMMENCEMENT:** 5.10pm

**PRESENT:**

<b>Participants:</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Clr Geoff Pritchard – (Delegate)			✓
Open Space & Facilities Officer - Andrew Burke	✓		
Phil Bennetts	✓		
Tumut Potters Inc. – Georgina Oliver			
Community Garden Group - John Lyell	✓		
Kevin Swann	✓		

Council staff in attendance was **Doris Crain**.

There was no quorum.

Also in attendance was Col Locke President of the Tumut Potters Inc. arriving at 5.15pm.

**GENERAL DISCUSSION:**

1. John Lyell
  - Reported that the timber pegs in the garden beds opposite the Railway Station have rotted and need replacing.
  - Soil washed away behind the goods shed – needs checking.
2. Kevin Swann
  - Planting of trees – has this been completed?
  - The western end road has been completed.
  - Has a Tumut History website up and running including a page on the Railway – [www.tumuthistory.com](http://www.tumuthistory.com)
3. The Committee noted the resignation of Nick Browning and Georgina Oliver.
4. Suggestion was made to advertise in the newspapers, facebook and website for more members. Eg: Lanterns on the Lagoon, Lions Club may be interested in being on the Committee as they use the Precinct area.
5. A request was made for another meeting in the near future. Andrew to check with Clr Pritchard and the meeting calendar for date available, then email members new date for meeting.

**NEXT MEETING**

The next scheduled meeting will be held on 10 October 2018.

**CLOSED:**

The meeting closed at 4pm.

**REPORT NUMBER:** TRP 1  
**SUBJECT:** Tumut Railway Precinct Committee- Matters for July 2018 (.)  
**REPORT AUTHOR:** Andrew Burke  
**RESPONSIBLE MANAGER:** Matthew Christensen

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**PURPOSE OF REPORT:** To inform the Committee of strategic matters concerning the Tumut Railway Precinct Committee

### **KEY ISSUES**

1. Tumut Railway Precinct Committee Membership Forms
2. Draft Terms of Reference – Tumut Railway Precinct Committee

### **COMMENTS**

1. Tumut Railway Precinct Committee Membership Forms

All Tumut Railway Precinct Committee members are advised that they will need to submit new Committee membership application forms.

2. Draft Terms Of Reference – Tumut Railway Precinct Committee

The Terms of Reference for the Railway Precinct Committee is to be reviewed and readopted.

The Committee is respectfully asked to review the terms of the reference (SVC –TofR-011-01) Any changes will need to be reflected in the recommendation to Council for adoption.

### **RECOMMENDATION**

**That the Council adopt the draft Tumut Railway Precinct Committee Terms of reference.**

### **ATTACHMENTS**

1. Draft Terms of Reference No. SVC–TofR-011-01



## **Tumut Railway Precinct Committee**

### ***DRAFT* Terms of Reference**

ToR No: SVC-TofR-011-01

**1. NAME**

The name of the Committee is the Tumut Railway Precinct Committee

The Tumut Railway Precinct Committee is an advisory committee to Snowy Valleys Council.

**2. STATUS**

Being an advisory committee, the Tumut Railway Precinct Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

**3. DELEGATION**

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**2. PURPOSE**

The purpose of the Committee is to;

- Manage the railway precinct area of 4.703 hectares located between the Adelong Road and Yarra Road, Tumut.
- To ensure compliance with all relevant leases, Acts and regulations.

**3. OBJECTIVES OF THE COMMITTEE**

The Tumut Railway Precinct Committee is an advisory Committee of Council with delegated authority to assist;

- With the management of the Tumut Railway Precinct.
- With the preparation of staged development plans within the guidelines of the Conservation Management Strategy (CMS) and Historical Heritage Assessment and the Landscape Plan.
- Council to source funding for each Stage of development.
- Council to maintain the precinct in good condition.
- User groups to increase the use of the precinct.
- Council to review progress of implementation of Stages development plans.

**4. DECISION MAKING**

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

**5. MANAGEMENT AND OPERATION OF THE COMMITTEE**

**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of community representatives with an interest in the development and management of the Tumut Railway Precinct.

It is desirable that each user group have a one (1) representative on the Committee i.e.; Railway Creative Crafts Inc., Tumut Potters and others as they occur.

**b) APPOINTMENT AND SELECTION OF MEMBERS**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

**c) TERM**

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

**d) CHAIRPERSON**

The Chairperson shall be the appointed Councillor delegate.

If the Councillor delegate chooses not to fill the role of Chairperson the position will be elected from the Committee members.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

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**e) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

**f) COUNCIL STAFF MEMBERS ON COMMITTEES**

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.



**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**h) QUORUM**

A quorum of the Committee will be five (5) appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

**i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

**j) DECISIONS AND VOTING**

The Committee's business is conducted on a simple majority vote by those appointed members present.

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Tumut Railway Precinct Committee for the Tumut Shire.

Only those Councillors appointed to the Tumut Railway Precinct Committee have voting rights.

**k) ATTENDANCE OF NON MEMBERS**

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

**I) WORKING GROUPS**

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

**6. COMMITTEE OPERATION AND MEETINGS**

**a) MEETINGS**

Meetings will be held on the third Wednesday, quarterly at 3.30pm, at the Riverina Highlands Building, 76 Capper Street, Tumut.

**b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

**c) NOTICE OF MEETINGS**

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours' notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee member will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

**7. SUPPORT AND RESOURCING THE COMMITTEE**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

**8. MEDIA COMMENT AND CONFIDENTIALITY**

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**9. FINANCE**

For Committees who hold funds with Council:

- A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee at each meeting.
- Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

**10. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**11. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**12. DISSOLUTION**

Council may at any time dissolve the Committee.

**13. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

**14. SUPERSEDING POLICY NO AND TITLE**

Tumut Railway Precinct Committee Terms of Reference ToFR No.18 v2.1 – Former  
Tumut Shire Council

**15. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

Director Assets and Infrastructure

**16. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	27 November 2012	777	