



NOTICE OF TUMUT RAILWAY PRECINCT COMMITTEE MEETING

Notice is hereby given that a 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, 06 November, 2018**, commencing at **3:30 PM**.

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



TUMUT RAILWAY PRECINCT COMMITTEE MEETING – AGENDA

Tuesday, 06 November, 2018, commencing at 3:30 PM.

APOLOGIES

CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-

- . Tumut Railway Precinct Committee Meeting – 3/07/2018

BUSINESS ARISING FROM MINUTES

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

COMMITTEE REPORTS

- . Tumut Railway Precinct Committee - Matters For November 2018 **Error! Bookmark not defined.**

GENERAL BUSINESS

NEXT MEETING

The next meeting date is scheduled to be held in 2019.

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MEETING COMMENCEMENT:

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr Geoff Pritchard – (Delegate)	x		
Parks & Facilities Officer - Andrew Burke (Delegate)	x		
Phil Bennetts	x		
Tumut Potters Inc. – Col Locke	x		
Community Garden Group - John Lyell			x
Kevin Swann	x		

APOLOGIES:

No apologies were received.

CONFIRMATION OF MINUTES:

TRPC.01 RESOLVED that the minutes of the **Tumut Railway Precinct Committee** held on **7-December-2016** and **13-June-2018** be accepted as read.

Phil Bennett / Col Locke

BUSINESS ARISING FROM MINUTES:

The Committee discussed the notes taken from 13 June 2018 meeting.

Phil Bennet / Col Locke

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

Nil

COMMITTEE REPORTS:

Tumut Railway Precinct Committee- Matters for July 2018 (.)

RECOMMENDATION

That the Council adopt the draft Tumut Railway Precinct Committee Terms of Reference with the following changes:

Point 5 (h) Quorum

First sentence to read:

A quorum of the Committee will be half plus one appointed voting members present.

Kevin Swann / Clr Geoff Pritchard

GENERAL BUSINESS:

1. Lots of water pooling where the damaged sleepers are, can council investigate why this is happening and the size of the drainage for the storm water pipe.
2. Tidy up the sleepers and re stake.
3. Investigate soil being washed away near SES Building.
4. The Committee doesn't want any planting to be done in the railway corridor.
5. Investigate to see if shade trees can be planted on the western side between the highway and old railway station and look at putting seats and tables in.
6. If the Committee needs more storage to use something that is easy to remove and keeping with appearance and railway theme.
7. The Committee doesn't want heavy vehicles driving on the asphalt at the Railway Precinct as they are damaging the surface. Could signs could be placed stating light traffic only.
8. Does the Railway Committee have any money to convert standard film to digital AVI as Kevin Swann has some film from the last steam train in 1974 he would like to put on the website it will cost around \$200 max.
9. The Committee would like to formally thank Nick Browning and Georgina Oliver for all their hard work over the years.
10. Follow up Number 4 - 13 June 2018 minutes regarding advertising for more members.
11. Can Council check if the lights come on at night and who pays for this?
12. Consult with the Lions Club to see how many electric bollards they need for their market days and they might need to be locked to stop illegal use.
13. There is a leak in the ridge capping on the goods shed (potters shed) this might need replacing.
14. Is there a security circuit and if so does it go part the Railway precinct.
15. Is there a long term future plan done by Jane Irwin Architecture if so can the new members be shown this.

Phil Bennet / Col Locke

These matters will be reported back to the next committee meeting

NEXT MEETING

The next meeting will be held on 6 November 2018

CLOSED:

The meeting closed at 4.30pm.



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)~~ half plus one 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.

l) 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	

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

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

KEY ISSUES

1. Garden stakes and sleepers
2. The Committee doesn't want heavy vehicles driving on the asphalt at the railway precinct as they are damaging the surface.
3. There is a leak in the ridge capping on the goods shed (potters shed).

COMMENTS

1. Garden Stakes and Sleepers.

Action: Council will look into this and have them fixed.

2. The Committee doesn't want heavy vehicles driving on the asphalt at the railway precinct as they are damaging the surface.

Action: This matter has been looked at and its one of the only places large vehicles can park in safety.

3. There is a leak in the ridge capping on the goods shed (potters shed).

Action: Council is looking into contacting John Holland Group to see if this can be fixed if needed.

RECOMMENDATION

That council discuss these matters in this report and take action accordingly

ATTACHMENTS

Nil