

Section 355 Committee Terms of Reference

Committee Name	Narrandera Parkside Cottage Museum
1. Purpose	<p>The Narrandera Parkside Cottage Museum Committee is formed to manage the operation of the facility known as the:</p> <ul style="list-style-type: none"> Narrandera Parkside Cottage Museum located Corner Cadell Street and Twynam Street <p>The Committee is to manage this facility subject to the directions of the Narrandera Shire Council and for the benefit of the residents of the Narrandera District.</p> <p>The Narrandera Parkside Cottage Museum Committee is also formed to participate in the development of arts and cultural outcomes for the Narrandera Shire:</p> <ul style="list-style-type: none"> provide advice to Council on the preservation and recognition of cultural and heritage values assist in the development of cultural heritage within the Shire provide advice to Council on further development of the Narrandera Parkside Cottage Museum
2. Establishment	<p>The Narrandera Parkside Cottage Museum Committee is established under Section 355 of the Local Government Act 1993 which states: A function of Council may, subject to this Chapter, be exercised: (b) By a committee of the council</p>
3. Operation	<p>The Narrandera Parkside Cottage Museum Committee as a Committee of Council is bound by practises established in Council's policies - in particular</p> <ul style="list-style-type: none"> Council's Code of Conduct Council's Code of Meeting Practice <p>The operations of the Narrandera Parkside Cottage Museum Committee will be undertaken according to the requirements of the Section 355 Committee Manual and its associated annexures.</p>
4. Delegated Authority	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.</p> <p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p> <p>The Narrandera Parkside Cottage Museum Committee does not have authority to implement actions in areas over which management has</p>

	<p>responsibility. The Narrandera Parkside Cottage Museum Committee forwards the Minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The Narrandera Parkside Cottage Museum Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure other than within an adopted budget must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee Minutes at the next Ordinary Meeting of Council.</p>
5. Specific Objectives	<ol style="list-style-type: none"> 1. Liaison with Volunteers to ensure that the interests of the Museum are supported and represented 2. Meet the operational and reporting requirements of Council – including those of the Volunteer groups (refer Section 355 Committee Manual) 3. The committee is formed to manage the operations of the Narrandera Parkside Cottage Museum located Corner Cadell Street and Twynam Street 4. The principle responsibilities of the Narrandera Parkside Cottage Museum Committee will be: <ul style="list-style-type: none"> • contribute to the development and delivery of a Narrandera Shire Cultural Plan that increases participation in arts and cultural expression • contribute to the development of a marketing plan to promote the museum and cultural heritage in Narrandera Shire • provide advice to Council on the preservation and recognition of cultural and heritage values • provide advice to Council on further development of the Narrandera Parkside Cottage Museum • develop community pride and ownership of the Narrandera Parkside Cottage Museum • contribute to the development of a volunteer program for the Narrandera Parkside Cottage Museum • identify and coordinate application for grants for the ongoing development of the Narrandera Parkside Cottage Museum • conduct fundraising activity to support the operation and development of the Narrandera Parkside Cottage Museum • Advise on building maintenance and improvement of the Narrandera Parkside Cottage Museum
6. Objectives from the	<p>The objectives of the Narrandera Parkside Cottage Museum Committee align with the following objectives from the Community Strategic Plan:</p>

Community Strategic Plan	<p>To advocate for quality educational and cultural opportunities: 9. Develop a Narrandera Shire Arts Strategy to increase community participation in arts and cultural activities</p> <p>To feel connected and safe: 16. Encouraging the community to initiate the development of innovative and regular events.</p> <p>17. Support community groups where possible to remain functional into the future.</p> <p>18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees</p> <p>For more information refer to the 2017-2030 Community Strategic Plan available via Council website:</p> <p>http://www.narrandera.nsw.gov.au/cp_content/resources/CENSUS_AME_NDED - ADOPTED 20 June 2017 - Community Strategic Plan 2017-2030.pdf</p>
7. Financial Arrangements	<ul style="list-style-type: none"> The Committee will not accept cash from any person or organisation, except in the processing of entry fees / donations and raffles or other fundraising activities. All funds raised are the property of Council. All moneys, in excess of \$200 shall be banked to Council's bank account not later than 2 business days after the receipt thereof on which the bank is open for business. Council staff receives all income for the Narrandera Parkside Cottage Museum. All expenditure requires a purchase order to be raised, provision of an invoice and authorisation of payment through Council Finance Department
8. Volunteer Groups	<p>The Narrandera Parkside Cottage Museum Committee will be responsible for the oversight of operations of the following Volunteer group:</p> <ul style="list-style-type: none"> Narrandera Parkside Cottage Museum <p>For more information including responsibilities refer Section 9 and 10- Committees and Volunteer Groups of the Manual.</p>
9. Membership	<p>The Committee is to consist of a minimum of six (6) members</p> <p>Method of Determining Members: Recruitment and Selection</p> <ul style="list-style-type: none"> Nominations of interest advertised via social media, radio, 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
10. Term of Office	<p>The term of office for Section 355 committees will be the same term as the current Council with addition of an extra three months after the General</p>

	Election of Councillors, unless as a sunset committee i.e. with a finite time specified.
11. Office Bearers	<p>The positions of Chairperson is elected annually at the Annual General Meeting from the Committee's Community Representatives</p> <p>The Committee is to consist of six (6) including:</p> <ul style="list-style-type: none"> • Chairperson <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. • Encourage fair and respectful discussion • Approve meeting minutes prior to distribution. • Represent the Committee as spokesperson. • The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration. • A minimum of four (4) Community Representatives <ul style="list-style-type: none"> • Attend meetings and be punctual. • 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. • Follow through actions minuted and subsequently adopted by Council. • Minimum of one (1) Councillor- membership shall be appointed by resolution of Council at the commencement of each term <p>For more information including roles and responsibilities of each refer Section 7- Office Bearers of the Manual.</p>
12. Meetings	Meetings are held on a quarterly basis. The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.
13. Quorum & Voting	<ol style="list-style-type: none"> 1. A quorum for a meeting will be a majority of the members of the committee. 2. A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter 3. For a vote to be carried a majority of voting members present is required 4. Committees are encouraged to make decisions by consensus 5. Council staff do not have the authority to vote on issues. <p>For more information refer to Section 13.2 – Voting and Quorums of the Manual</p>
14. Termination of Membership	<p>Membership to the Committee will be terminated automatically and without notice after a member's absence from 3 consecutive meetings without apologies.</p> <p>Members can also notify termination of membership in writing to the Committee.</p> <p>Replacement of Vacant Positions</p> <ul style="list-style-type: none"> • investigate previous nominations

	<ul style="list-style-type: none"> • Nominations of interest advertised via social media, radio, print media • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee <p>For more information refer Ceasing Membership Section 6 of the Manual.</p>
15. Reporting Requirements	<p>Documents and time specifics:</p> <ul style="list-style-type: none"> • Annual Report by 30 August, • Minutes of Meetings within 2 weeks from meeting, • List of Executive elected at the AGM by August • List of suggested Capital improvement works for consideration in the budget by February • List of suggested Fees & Charges by February • Updated Asset Register by May • Updated list of Committee members/Volunteers every meeting • Annual Financial Statements and Auditors Statement by July
16. Council Support	<p>The Council support staff will undertake to:</p> <ul style="list-style-type: none"> • Compile and circulate agendas, attend meetings, compile and distribute minutes • Compile the Annual Report of the Committee in conjunction with the Chair • Assist with referrals and information for resolution of matters within their authority • Oversee the recruitment and selection process for committee membership • Provide terms of reference and appointment letters to all new Committee members • Facilitate a review process for the Committee and the Term of Reference every 4 years • Provide information and education on good governance • Be the principal point of contact for the Committee. • Be the main conduit between the Committee and Council. • Assist Governance and Administration in the co-ordination of Committee Meetings. (Compile and circulate agendas, attend meetings, compile and distribute minutes) • Be the custodian of information for the nominated facility included in the Committee. • Monitor and follow-up Action Report. <p>The WH&S Officer will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake Volunteer education and inductions regularly <p>For more information refer Section 1.1- Responsibilities of Council of the Manual.</p>
17. Committee Review	June 2021 review of Committee need and objectives
18. Alteration of Terms of Reference	<p>Amendment of the Terms of Reference can be by a majority vote of the Committee which will require the endorsement of Council before it is enacted.</p> <p>For more information refer to Section 12- Terms of Reference of the Manual</p>
19. Related	Governing Policies:

Documents

- Council Committees
- Code of Meeting Practice
- Code of Conduct
- Community Strategic Plan – 2017-2030
- The Section 355 Committee Manual and associated Annexures
- Voluntary workers shall be covered under Council's Personal Accident Insurance Policy
- Operations in the Narrandera Parkside Cottage Museum shall be covered under Council's Public Liability Policy.