

**Narrandera Parkside Cottage Museum
Section 355 Committee**

TERMS OF REFERENCE



NARRANDERA SHIRE COUNCIL

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Committee Name	Narrandera Parkside Cottage Museum
Committee Type	Section 355
Responsible Section	Community Development
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1. Purpose	<p>The Narrandera Parkside Cottage Museum Section 355 (S355) 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 and Twynam Streets. <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 to:</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 S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:</p> <p><i>A function of Council may, subject to this Chapter, be exercised:</i> <i>(b) by a committee of the council</i></p>
3. Operation	<p>The Narrandera Parkside Cottage Museum S355 Committee is bound by practices 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 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 Committee does not have authority to implement actions in areas over which management has responsibility. The 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 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>
<p>5. Financial Arrangements</p>	<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, raffles or other fundraising activities. • All funds raised are the property of Council. • Council staff receive all income for the Narrandera Parkside Cottage Museum. • All monies, in excess of \$200 shall be banked to Council's bank account not later than two business days after the receipt thereof on which the bank is open for business. • All expenditure requires a purchase order to be raised, provision of an invoice and authorisation of payment through Council's Finance Section.
<p>6. Volunteer Groups</p>	<p>The 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>
<p>7. Objectives</p>	<ul style="list-style-type: none"> • Liaison with Volunteers to ensure that the interests of the Museum are supported and represented • Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual) • The committee is formed to manage the operations of the Narrandera Parkside Cottage Museum located Corner Cadell and Twynam Streets • The principal responsibilities of the Narrandera Parkside Cottage Museum Committee will be to: <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

	<ul style="list-style-type: none"> ○ 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
<p>8. Objectives from the Community Strategic Plan (CSP)</p>	<p>The objectives of the Narrandera Parkside Cottage Museum Committee align with the following objectives from the CCP:</p> <ul style="list-style-type: none"> • To advocate for quality educational and cultural opportunities: <ul style="list-style-type: none"> 9. Develop a Narrandera Shire Arts Strategy to increase community participation in arts and cultural activities • To feel connected and safe: <ul style="list-style-type: none"> 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> <p>The objectives of the Narrandera Parkside Cottage Museum Committee align with the following objectives from the Cultural Plan:</p> <ul style="list-style-type: none"> • Goal Five - Support programs, institutions, plans and community initiatives that connect with and celebrate local history and character.
<p>9. Membership</p>	<p>The Committee is to consist of a minimum of six (6) members:</p> <ul style="list-style-type: none"> • Five (5) Community representatives • 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. ○ Follow through actions minuted and subsequently adopted by Council. • For more information including roles and responsibilities of each refer Section 7- Office Bearers of the Section 355 Committee Manual.
<p>10. Method of Determining Members</p>	<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

	<ul style="list-style-type: none"> • 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
11. 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 representatives <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. ○ The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
12. Term	The Committee is established for the term of Council, plus three (3) months.
13. Meetings	<p>Meetings are held on a quarterly basis, 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>
14. 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. • For more information refer to Section 13.2 – Voting and Quorums of the Section 355 Committee Manual.
15. 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 every meeting • List of office bearers elected at the AGM • List of suggested capital improvement works for consideration in the budget by February • List of suggested Fees and Charges by December • Updated Asset Register by May • Annual Report by 30 August

	<ul style="list-style-type: none"> • Annual Financial Statements and Auditors Statement by July
16. 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 • or if Council passes a resolution to remove the member from the Committee.
17. 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 • 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 <p>The WHS&R Officer will:</p> <ul style="list-style-type: none"> • Provide training and education on WH&S • Undertake regular volunteer education and inductions
18. Committee Review	<p>Within 12 months of the Ordinary election of Council.</p>
19. Alteration of Terms of Reference	<p>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.</p> <p>Refer to Section 12 – Terms of Reference of the Section 355 Committee Manual for more information.</p>

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