

THE BAROSSA COUNCIL

TERMS OF REFERENCE OF THE ANGASTON RAILWAY PRECINCT REFERENCE GROUP



Community Plan Link:	 Natural Environment and Heritage	 Health and Wellbeing	
	 Community and Culture	 Business and Employment	
	 Infrastructure	 How We Work – Good Governance	
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1. ESTABLISHMENT

1.1 The Angaston Station Working Group was formed in 2015 in a community advisory capacity, to develop a Masterplan for the Angaston Railway Precinct. The Masterplan was adopted by Council on 18 April 2017. The Working Group will continue to guide the project and be known as the Angaston Railway Precinct Reference Group (the Group).

2. OBJECTIVE

2.1 The purpose of the Group is to support Council with the future implementation of the Angaston Railway Precinct project, subject to future funding and an approved implementation process.

3. SCOPE

3.1 The Group is required to:

- Provide feedback to The Barossa Council on agreed works to be undertaken at the Angaston Railway Precinct ("the Precinct") and the development of detailed project and implementation plans in relation to the Angaston Railway Precinct Masterplan ("the Masterplan")
- Provide feedback to The Barossa Council on priorities for works to be undertaken on the Precinct
- Consult with member organisations' and the broader community where possible, to promote and encourage community activities in support of the Masterplan
- Develop community participation in the Precinct through volunteering, regular updates and promotion

4. MEMBERSHIP

4.1 The Group shall comprise representation from the following people/groups:

- Angaston Community and Business Alliance (2)
- Angaston and Penrice Historical Society (2)
- Barossa Valley Machinery Preservation Society (2)
- The Barossa Council including Councillor (2)
- RDA Barossa (1)
- State MP (1)
- Local Resident Representative (2)
- Youth Representative (1)
- Chairperson (as nominated by ACBA)

The Group shall consist of not less than 6 members and the Chairperson and no more than 16 including at least one Barossa Council representative. A proxy may attend on behalf of a member.

Additional representatives may attend as the subject under consideration requires, including Council staff that may attend the meetings in an advisory capacity.

Guests and observers are welcome to attend.

5. DELEGATED POWERS

5.1 The Group will act in an advisory capacity only.

5.2 The Group may be wound up at any time by agreement of the membership or by resolution by Council.

6. GOVERNANCE

6.1 Provides a written update to Council at least once every 6 months via the Council Officer - Manager Customer, Library and Heritage Services.

6.2 As detailed in any project specific documents.

6.3 In the event of there being a dispute which cannot be resolved by the Group, the matter in question may be referred to The Barossa Council for discussion / resolution.

6.4 The Terms of Reference will be reviewed annually by 30 June each year.

7. ROLES AND RESPONSIBILITIES

7.1 Group members, who are not Barossa Council staff, or Elected Members, or undertaking membership of the group as part of their paid work, must be appropriately registered as a Volunteer of The Barossa Council.

7.2 Group members represent the views of their organisations with the aim to achieve the best outcome for the development of the Precinct Masterplan.

7.3 Group members report back to their organisation regularly on the progress of the Precinct.

8. MEETINGS



- 8.1 Meets at least every 2 months and at other times as necessary dependent on the Masterplan implementation requirements.
- 8.2 Other Meetings will be held at times as agreed by the Group.
- 8.3 The Group shall circulate meeting Agendas at least 5 working days prior to the meeting, shall keep minutes of all meetings, and within five working days, forward a copy of the minutes to the Group members.
- 8.4 Members can discuss and make recommendations. Agreed recommendations can be submitted to Council Officers and/or Elected Members or member organisations as appropriate for further consideration.
- 8.5 Decisions made by the Group are by common consensus. There will be no formal voting and therefore a quorum is not required.
- 8.6 When the chairperson is absent from a meeting the group may appoint a person from those present to act as Chairperson for the duration of the meeting.

9.	RESOURCES
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- 9.1 Volunteer groups supported by Council resources for meeting purposes and as detailed in any agreed, specific Project scopes and plans and in accordance with any approved budget.

10.	TRAINING
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- 10.1 None identified. Any future requirements to be addressed to Council.

Signed 
 Mayor Bob Sloane

Dated: *6/9/2017*