



BROOKTON RAILWAY STATION COMMITTEE TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Brookton Railway Station Committee (the Committee).

2. Introduction

The Committee has been established in accordance with Part 7 of the Local Government Act, 1995 and constitutes an advisory committee formally appointed by and responsible to the Council. This Committee does not have any:

- Executive powers;
- Authority to implement actions in areas over which management has responsibility;
- Financial responsibility; nor
- Management functions.

It is independent of the Shire's Administration with oversight and focus on matters relating to the refurbishment and future uses of the Brookton Railway Station.

The Committee is to report to Council with appropriate advice and recommendations on matters relevant to this Terms of Reference in order to facilitate decision making by Council in the discharge of responsibilities pursuant to statutory requirements.

3. Objectives

The objectives of the Committee are to oversee the refurbishment and future use of the Brookton Railway Station.

4. Authority

The Committee has the authority to:

- a. explore outcomes other than demolition for the Brookton Railway Station including supplementary funding sources & building contract procurement options, and
- b. developing a vision for community activation of the existing place beyond the most recent uses.

5. Composition of Committee Members

5.1 Members of the Committee will observe the *Shire of Brookton Code of Conduct for Council Members, Committee Members and Candidates* adopted by the Shire of Brookton under 5.104 of the Local Government Act 1995.

5.2 The Committee is to comprise:

- a. two (2) Elected Members appointed by Council. Council may choose to appoint Deputy Committee members to perform the functions of either member when that member is unable to do so by reason of illness, absence or other cause;
 - b. at least four (4) and up to six (6) Brookton community members;
 - c. two (2) members with relevant skills and experience in building and/or construction;
 - d. two (2) Brookton community members who identify as indigenous.
- 5.3 The Shire of Brookton will advertise locally for interested persons to apply as members of the Committee prior to the Committee's establishment and Ordinary Local Government Election.
- 5.4 The Shire of Brookton will appoint the members of the Committee in keeping with this Terms of Reference.
- 5.5 The Presiding Member and Deputy Presiding Member are to be appointed biennially by Council.
- 5.6 Council will appoint a Presiding Member and Deputy Presiding Member who are not Elected Members of Council.
- 5.7 Appointments of Committee members will be for up to a two-year term. All terms of appointment expire at each Ordinary Local Government Election.
- 5.8 A quorum will be a minimum of 50% of the membership of the Committee.
- 5.9 Each Committee member must declare proximity, financial or impartiality interests that relate to matters considered at every meeting.
- 5.10 New members are to receive relevant information and be briefed immediately following their appointment to assist in performing their responsibilities on the Committee.

6. Meetings

- 6.1 Meetings may be called by the Presiding Member of the Committee, or at the request of the Shire President.
- 6.2 The meetings are open to the public, unless the Presiding Member or Chief Executive Officer deem it necessary to proceed behind closed doors pursuant to Section 5.23 of the Local Government Act, 1995.
- 6.4 The Chief Executive Officer is responsible for arranging Committee meetings and may invite other employees to attend meetings as observers or to provide pertinent information or complete tasks, as necessary.;
- 6.5 The Presiding Member may invite other people to attend Committee meetings as observers and to provide pertinent information as necessary.

- 6.5 The Committee should meet at least twice per year with a meeting schedule to be set that includes the dates, location. Nothing restricts the Committee's ability to meet more regularly.
- 6.6 Meeting agendas are to be prepared and provided at least one week in advanced notice to members, along with appropriate briefing materials as well as be advertised in the Community with no later than 72 hours prior to the meeting being convened.
- 6.7 Minutes are to be taken at each meeting and presented to the subsequent meeting for confirmation and to Council for receipt and acknowledgement.

7. Responsibilities

The Committee is to perform the following responsibilities:

- 7.1 exploring alternative outcomes other than demolition for the Brookton Railway Station including
 - a. Identifying potential supplementary funding sources for the Brookton Railway Station Refurbishment;
 - b. review and advise on building procurement options including:
 - building designs and specifications;
 - tender requirements and specifications;
 - tenders received; and
 - contracts for works.
- 7.2 Developing a vision for future community activation of the Brookton Railway Station beyond the most recent uses including:
 - a. making the Brookton Railway Station available to a wide number of community members and visitors; and
 - b. identifying any requirements for that future use that would require specific capital or operating expenditure by Council.
- 7.3 Other Responsibilities
 - a. To perform other activities related to this Terms of Reference, as requested by the Council.
 - b. To perform a biennial review and suggest improvements to this Terms of Reference for Council's consideration and approval prior to the next Local Government Ordinary Election.
- 7.4 Remuneration of External Members

External members are not to be remunerated.