

PUFFING BILLY RAILWAY BOARD

TERMS OF REFERENCE STAKEHOLDER CONSULTATIVE COMMITTEE

OCTOBER 2022

1. Context

Puffing Billy Railway is a 'public agency' governed Puffing Billy Railway Act 2022. (PBR Act), passed in April 2022

The PBR Act 2022 outlines the operation of a Puffing Billy Railway Stakeholder Consultative Committee being:

Stakeholder consultative committee

The Board must establish a stakeholder consultative committee in relation to the Puffing Billy Railway within 12 months of the commencement of this section [of the PBR Act].

The function of the stakeholder consultative committee is to provide to the Board comments regarding the following matters—

- *business and strategic matters relating to the Puffing Billy Railway;*
- *the safe operation and management of the Puffing Billy Railway;*
- *the visitor experience provided by the Puffing Billy Railway and the surrounding region;*
- *the recruitment, engagement, recognition and retention of volunteers;*
- *the maintenance and preservation of the heritage of the Puffing Billy Railway.*

The stakeholder consultative committee must consist of members who represent persons whose interests the Board considers may be affected by the Puffing Billy Railway Act, including members who represent the following—

- *the Puffing Billy Preservation Society;*
- *community service groups;*
- *local heritage groups;*
- *volunteers of the Puffing Billy Railway;*
- *local trader associations, chambers of commerce and tourism organisations;*
- *communities located near land forming part of the Puffing Billy Railway;*
- *Councils, within the meaning of the Local Government Act 2020, whose municipal districts include land forming part of the Puffing Billy Railway;*
- *schools, within the meaning of the Education and Training Reform Act 2006, that are located near land forming part of the Puffing Billy Railway;*
- *children and young people associated with the Puffing Billy Railway.*

The PBRB will also include cultural heritage groups in this consultative committee process.

The stakeholder consultative committee must meet at least twice each year.

2. Purpose

The purpose of the Puffing Billy Railway Board Stakeholder Consultative Committee (PBRB – SCC) is to act as two-way communication committee between PBR Board and the community and key stakeholders to Puffing Billy Railway.

The communication will focus on the Strategic activities of the board, allowing Stakeholders to remain informed and provide feedback to these directions. The Committee acts in a consultative capacity and does not have decision making powers.

2.1 Links - Puffing Billy Railway Board

The PBRB - SCC agendas and minutes will be tabled through the relevant PBR Sub-Committee and ultimately to the Board.

3. Governance Arrangements

3.1 Composition

Committee Chair

- A PBRB Board Member will chair the Committee and it is possible for two PBRB Board Members to be appointed as co-Chairs.
- In the absence of the Chair(s), the Board Chair will nominate an appropriate replacement.
- The Board will nominate a Board Member(s) to undertake the role of Chair and appoint any additional Board representatives.

Membership – General Members

- The PBRB approves the membership composition of the PBRB – SCC.

3.2 Operations of the Committee

PBR Management Representation

Appropriate PBR management representation will serve the PBRB – SCC and will ensure that appropriate Committee procedural processes are maintained.

PBR Management will attend the meeting to support the operations of the PBRB – SCC. Items maybe answered at the time or taken on notice for further investigation and communicated to the full PBRB – SCC at a later time.

Secretariat

PBR Group Manager - Business Services (or delegate) provides administrative support to the PBRB – SCC. This includes

- Preparation and distribution of the agenda and other meeting papers.
- Issue of notices for meetings.
- Inviting management/external specialists to attend meetings when required.
- Taking notes of proceedings and preparing minutes of meeting.
- Distribution of the minutes in a timely manner to Committee Members which are reviewed by the Chair and accepted by Committee Members as a true and accurate record at the commencement of the next meeting.

3.3 PBRB – SCC Members

Defined Organisations and Definitions

Defined Organisations under the PBR Act	Identified Organisations	Contact Address
<i>the Puffing Billy Preservation Society;</i>	Puffing Billy Preservation Society	
<i>community service groups;</i>	Rotary Club of Belgrave	

	Rotary Club of Emerald and District	
<i>local heritage groups;</i>	Emerald Museum	
<i>volunteers of the Puffing Billy Railway;</i>	PBR Volunteer Representative Group	
<i>local trader associations, chambers of commerce and tourism organisations;</i>	Belgrave Traders Assoc Emerald Village Committee Gembrook Community Assoc.	
<i>communities located near land forming part of the Puffing Billy Railway;</i>	Open to local community member	
<i>Councils, within the meaning of the Local Government Act 2020, whose municipal districts include land forming part of the Puffing Billy Railway;</i>	Yarra Ranges Council Cardinia Shire Council	
<i>schools, within the meaning of the Education and Training Reform Act 2006, that are located near land forming part of the Puffing Billy Railway;</i>	Schools from: <ul style="list-style-type: none"> • Belgrave • Emerald • Gembrook 	
<i>children and young people associated with the Puffing Billy Railway.</i>	PBR Youth Advisory Group Member	
<i>Cultural Heritage Groups</i>	Traditional Custodians of the land – Bunurong and Wurundjeri people.	

Appointment New Groups

New community groups (outside those defined in this Terms of Reference) may request representation on the PBRB – SCC Committee in writing to the PBRB.

Terms of Appointment

Those nominated to the PBRB – SCC are member for a 2-year period.

3.4 Expression of Interest Process

An Expression of Interest (EOI) process will be conducted to call for nominations from Defined Organisations, asking for a response that answers a Selection Criteria.

The EOI will outline the required response criteria:

- Representation Group – Links to the Group by the Applicant
- Links to PBR – How does the Applicant currently engage with PBR
- Nominated Person Criteria
 - Ability to attend face to face meetings – up to 2 times p.a
 - Ability to share the results of meetings with their defined organisation
 - Experience in being on similar style consultative committees

Applications

PBRB will review the applications and response to the selection criteria.

Nominated people will be advised of the outcome of the EOI through email.

3.5 Resignations From PBRB - SCC

In the event that a member being obliged or electing to retire or resign during the term of the Committee, the Chair may seek nominations for a replacement member from the organisation/stakeholder group they are representing or through public advertisement.

Where a Committee Member fails to attend three consecutive meetings of the Committee without providing cause of absence, the member will forfeit the position and the Chair will request nominations for a replacement . from the organisation they represent.

3.6 PBRB – SCC Members Responsibilities

PBRB – SCC representatives of community organisations and stakeholders are responsible for:

- Communicating the interests of their individual organisations/groups to the Committee.
- Communicating outcomes from the Committee directly to their respective organisation/groups.
- Participation at meetings and actioning of any allocated task(s).
- Attending each scheduled meeting or providing a delegate in their absence.
- Where the Chair requests confidentiality on any issue, members are obligated to do so until further notice. The obligations also apply to the member’s delegate/nominated representative.

Members must not make public comment on behalf of the Puffing Billy Railway.

3.7 Operation of PBRB – SCC

Meetings Schedule

The Committee will meet 2 times a year in person or virtually. A minimum of 4 weeks notice of the meeting will be provided to members.

Varying and Replacing Members and Absentee Members

If any representative of an organisation is unable to attend a scheduled Committee Meeting, a substitute representative from the organisation may attend with prior notice of the attendee provided to the Secretariat.

Agenda Development

- Meeting agendas will be determined by the Chair in discussion with the PBR Board Chair, PBR Chief Executive Officer and Group Manager – Business Services
- Committee Members may nominate agenda items to be addressed in detail by making a request to the Chair at least 2 weeks prior to the meeting.
- An agenda item will be maintained to canvass the views of the PBRB – SCC members on any matters relating to Puffing Billy Railway Strategic Plans and to allow group discussion.

Agenda Items

PBRB – SCC agendas item must link to the purpose of the PBRB – SCC as noted in the PBR Act.

PBPR – SCC members who have specific operational queries should direct these to PBR Chief Executive Officer – through ceo@pbr.org.au.

The PBRB – SCC Chair is responsible for guiding the meeting according to the agenda and time available and reviewing and approving the draft minutes before distribution.

Minutes and matters of community interest and concern will be reported back to the PBR Board after each meeting by the PBRB – SCC Chair.

Conflict of Interests

Where a member has any direct or indirect interest in any matter before the PBRB – SCC, which may be construed as pecuniary or other gain, that interest shall be declared to the Chair of the Committee.

Where a member so declares, the Chair may request the member not to participate in the matter, or to withdraw from the meeting for the period of discussion.

Minutes

Members are to state during discussion at meetings if they would like to be named in the minutes with reference to a specific item.

All meetings will be ‘minuted’ and an Action List maintained with copies forwarded to Committee Members after the meetings. Comments will be sought for 1 week period – after that period, the PBRB – SCC Minutes will be loaded to the Stakeholder Consultative Group section of the Puffing Billy Railway website.

3.8 Matters To Be Discussed

The function of the PBRB – SCC is to provide to the PBR Board comments regarding the following matters:

- business and strategic matters relating to the Puffing Billy Railway;
- the safe operation and management of the Puffing Billy Railway.
- the visitor experience provided by the Puffing Billy Railway and the surrounding region.
- the recruitment, engagement, recognition and retention of volunteers.
- the maintenance and preservation of the heritage of the Puffing Billy Railway.