



Naraling Hall 100 Year Anniversary Advisory Group

Terms of Reference

1. Establishment

The Advisory Group is established under the auspices of the Shire to guide, support, and oversee all planning and delivery relating to Naraling Hall's centenary celebrations, ensuring community engagement, historical recognition, and logistical excellence.

2. Scope

The Group provides member input and feedback to Shire Officers on the nature and range of centenary programs, events, and activities at Naraling Hall, optimising community participation, local pride, and the sharing of regional heritage.

3. Objectives

- Advise Council and staff regarding anniversary event themes, programming, and legacy activities.
- Contribute to planning event venues, activities, and partnerships.
- Support event evaluation and continuous improvement.
- Foster awareness and participation throughout the community and act as ambassadors to promote the celebration.

4. Powers and Delegated Authority

The Advisory Group has no decision-making authority except to provide input and recommendations on the centenary's planning and delivery. All operational matters and contracting authority remain with the Shire.

5. Membership

- Up to 3 Elected Council Members (including the Chairperson), Shire staff (event coordinator/proxy), and up to 8 community members with experience or interest in heritage, event management, rural affairs, or cultural programming.
- Community membership to be determined by open expression of interest, assessed for relevant skills, commitment, and local knowledge. Appointment by Council resolution/CEO delegation.
- Co-opted specialist members may be invited for specific purposes by the Chairperson.

6. Selection Criteria

- Demonstrated interest in and knowledge of local/regional history or community celebrations.
- Experience in event management, heritage, or arts/culture development.
- Willingness to work cooperatively and consultatively.
- Commitment to diversity, inclusion, and constructive community representation.

7. Meetings

- Convened bi-monthly (every 2 months), or as required to achieve planning milestones, at a suitable venue.
- Minimum quorum: Three community members and one Council Member.
- Secretariat support (agenda/minutes) provided by the Shire.
- No sitting fees or reimbursement for membership participation.

8. Reporting

Minutes and recommendations are reported to Council by the Chairperson or designated Officer; matters requiring decisions are presented as formal reports.

9. Ethical Behaviour

- Members are expected to exercise honesty, objectivity, and integrity.
- Confidential matters are not to be publicly discussed except as authorised by the Chairperson.
- All members must act prudently when using information acquired during their term.

10. Liability

No civil liability attaches to any member for honest actions or omissions in the discharge of the Group's duties.

11. Amendments & Review

Terms of Reference to be reviewed as required or at the next Local Government Election cycle.