

Economic Development Advisory Committee Terms of Reference



Classification

Advisory committee of Council

Purpose

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the implementation of the Inclusive Communities Plan and future planning.

Objectives

- Identify and provide advice on a range of economic development issues facing the Shire
- Identify the priority actions to address these issues
- Provide a forum for discussion on a range of issues impacting on the prosperity of Nillumbik communities
- Ensure consultation and ongoing liaison between Council and key business and community stakeholders
- Facilitate the development of the Municipal Economic Plan and provide recommendations for its implementation
- Provide an opportunity for the business community to ask questions and seek clarification on major developments, Council strategies and related topics

Membership and chairperson

The committee comprises the following membership:

- Economic, Development and Marketing Portfolio Chair to act as Chair
- Two additional Councillor representatives appointed by Council with one of these Councillors to act as alternate chair
- A representative, and/ or alternate, nominated by each of the following key business and specialist reference groups:
 - Eltham Chamber of Commerce and Industry (1)
 - Diamond Creek Traders Association (1)
 - Hurstbridge Traders Association (1)
 - Nillumbik Tourism Association or Nillumbik Business Network representative (1)
 - Nillumbik Business Network representative (1)
 - The Artisan Hills marketing working group (1)

- Six (6) general business and industry representatives, appointed by Council following a public call for nominations.
- Representatives and alternates from the key business groups outlined above will be nominated by the business/ reference group and appointed by Council.

Criteria for the selection of the six (6) general business and industry representatives will be as follows:

- Familiarity and appreciation of the Nillumbik area, and an ongoing interest in its local economy.
- Experience in serving on similar bodies.
- Strong connection with local business and/ or community groups.
- Any professional skills which the applicants bring to the role, which may assist the deliberations of the Committee.

Term of appointment

Community representatives will be appointment for a two year term or until otherwise resolved by Council.

Co-opted members

The Committee may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period of time. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.

Quorum

A meeting can only take place with a quorum of:

- Six members.
- One Council officer must be present for administrative purposes.

Member responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- Prepare for, attend and actively participate in Committee meetings
- Through a collaborative approach, contribute towards the Council Economic Plan development and its implementation
- Consult with and report to constituent groups
- Be an advocate for the economic plan initiatives.
- Declare conflicts of interest prior to the consideration of an agenda item.

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council Advisory Committees must:

- Adhere to the *Equal Opportunity Act 1995*, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.

- Adhere to the requirements of the *Occupational Health and Safety Act 2004* and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.
- The council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Committee induction process.

Meeting frequency

Meetings are held quarterly at the Civic Centre, Civic Drive, Greensborough, unless otherwise advised.

Management of the committee

- General Manager Environment and Planning or nominated delegate in the role of secretariat, will resource the Committee and attend all meetings, provide information, support and technical advice.
- The secretariat is responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.

Reporting procedure

- The Committee is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflected in any reports and statements issued.
- Minutes of the meetings are presented to Council at the next scheduled Council meeting.

Public Statements

Members of the Committee cannot make public statements on behalf of Council.

References

- Council Plan 2017-2021
- Economic Plan 2017-2021
- Health & Wellbeing Plan 2017-2021
- State Government policy.

Contact details of group

General Manager Environment and Planning, 9433 3225

Approval date

March 2017

Next review date

March 2019

Environment and Sustainability Advisory Committee Terms of Reference



Classification

Advisory committee of Council

Purpose

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in environmental sustainability issues, initiatives, policies and strategies.

Objectives

- Raising environmental issues of interest and concern for Nillumbik for information to, and consideration by Council on all aspects of the environment.
- Assist in the preparation or review of key environmental sustainability strategies and policies.
- Provide input and advice to Council on issues of environmental sustainability.
- Check the progress of the Green Wedge Management Plan implementation including environmental economic and social impacts.
- Provide coordination, liaison and communication with other Council advisory groups and key external stakeholders.

Membership and chairperson

- Environment and Sustainability Portfolio Councillor to act as chairperson, with second Councillor to act as alternate chair.
- Eight community representatives, selected to reflect a range of interests, expertise and experience from across the Shire.

Term of appointment

Community representatives will be appointment for a two year term or until otherwise resolved by Council.

Co-opted members

The Committee may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period of time. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.

Quorum

A meeting can only take place with a minimum quorum of:

- Five members,
- One Council officer must be present for administrative purposes.

Member responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- Demonstrate an understanding of diverse environmental and sustainability issues relevant to Nillumbik
- Understand the role of local government in environmental management.
- Be conversant with relevant Council plans and policies.
- Prepare for and actively participate in regular Advisory Committee meetings.
- Keep informed on current developments, issues and concerns in relation to peri-urban environments
- Be conversant with State Government policy and current issues regarding peri-urban environments and their management
- Be reasonably available to attend meetings
- Respect confidentiality, if required, of matters discussed in meetings
- Declare conflicts prior to the discussion of an agenda item

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council Advisory Committees must:

- Adhere to the *Equal Opportunity Act 1995*, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.
- Adhere to the requirements of the *Occupational Health and Safety Act 2004* and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.
- The council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Committee induction process.

Meeting frequency

Meetings are held quarterly at the Civic Centre, Civic Drive, Greensborough unless otherwise advised.

Management of the Committee

- General Manager Environment and Planning or nominated delegate in the role of secretariat, will resource the Committee and attend all meetings, provide information, support and technical advice.
- The secretariat is responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.

Reporting procedure

- The Committee is not a formal committee but rather an advisory group that is established by Council.
- Any formal advice provided by the Committee will be reached by consensus where possible. A vote may be entered into to resolve a specific recommendation. Where differing views may be expressed by the Committee, these views will be reflected in any reports and statements issued.
- Reports and recommendations made by the Advisory Committee will require Council approval before being fully endorsed and acted upon.
- Minutes of the meetings are presented to Council at the next scheduled Council Meeting.

Public Statements

Members of the Inclusion Advisory Committee cannot make public statements on behalf of Council.

References

- Biodiversity Strategy 2012
- Climate Change Action Plan 2016-20
- Council Plan 2017-2021
- Domestic Wastewater Management Plan 2015-18
- Economic Development Strategy
- Environmental Education Strategy 2012
- Environment Strategy 2001
- Environment Charter 2012
- Green Wedge Management Plan 2010-2025
- Integrated Water Management Strategy 2013
- Invasive Species Action Plan 2015
- Municipal Strategic Statement

Contact details of group

General Manager Environment and Planning, 9433 3225

Approval date

March 2017

Next review date

March 2019

Inclusion Advisory Committee

Terms of Reference



Classification

Advisory committee of Council

Purpose

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the implementation of the Inclusive Communities Plan and future planning.

Objectives

- Assist and advise Council regarding key issues pertaining to inclusion and universal access.
- Provide a forum for information sharing and dissemination.
- Advise Council on the implementation of the Inclusive Communities Plan by discussing strategies to reduce disadvantage, increase economic participation, social participation and local connectedness.
- Provide a forum for the discussion of issues or barriers which may impact health, safety, wellbeing and resilience.
- Establish reference groups to inform the planning and development of the Inclusive Communities Plan.
- Support opportunities to raise awareness and create a platform for leadership to promote inclusive communities.

Membership and chairperson

- Community Service Portfolio Councillor to act as chairperson, with second Councillor to act as alternate chair
- Six volunteer community representatives, selected to represent a broad cross section of our local community and geographical area. The Committee should represent:
 - rural communities experiencing disadvantage and exclusion
 - disability
 - gender and sexual diversity
 - interfaith
 - cultural and linguistic diverse backgrounds

Term of appointment

Community representatives will be appointed for a two year term or until otherwise resolved by Council.

Co-opted members

The Committee may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period of time. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.

Quorum

A meeting can only take place with a quorum of:

- Four members.
- One Council officer must be present for administrative purposes.

Member responsibilities

In order to fulfill the Committee's objectives, members are expected to:

- Undertake induction as a volunteer of Nillumbik Shire Council.
- Demonstrate an understanding of inclusion within a local government structure.
- Be conversant with relevant Council plans and policies, particularly those related to inclusion.
- Prepare for and actively participate in regular meetings, with an ability to attend at least three of the quarterly meetings held each year.
- Be aware of best practice principles relating to inclusion.
- Be aware of the activities, interests and concerns of stakeholder organisations' and groups in the Shire.
- Declare conflicts of interest prior to the consideration of an agenda item.

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council Advisory Committees must:

- Adhere to the *Equal Opportunity Act 1995*, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.
- Adhere to the requirements of the *Occupational Health and Safety Act 2004* and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.

The council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Committee induction process.

Meeting frequency

Meetings are held quarterly at the Civic Centre, Civic Drive, Greensborough unless otherwise advised or during the peak period of developing the Inclusive Communities Plan. Extra-ordinary meetings may be convened as required.

Management of the committee

- General Manager Community and Leisure or nominated delegate in the role of secretariat, will resource the Committee and attend all meetings, provide information, support and technical advice.
- The secretariat is responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.

Reporting procedure

- The Committee is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflected in any reports and statements issued.
- Minutes of the meetings are presented to Council at the next scheduled Council Meeting.

Public statements

Members of the Committee cannot make public statements on behalf of Council.

References

- Disability Action Plan 2013-2017
- Council Plan 2013-2017 and the new Council Plan 2017-2021
- *Disability Discrimination Act 1992*
- *Disability Act 2006*
- The State Disability Plan 2017-2020
- National Disability Strategy 2010-2020.

Contact details of group

General Manager Community and Leisure, 9433 3115

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