

Recreation Trails Advisory Committee

Terms of Reference



File no: 70/20/004

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 development and review of new and existing recreation trails within the Shire of Nillumbik.

Objectives

- To assist and advise Council regarding key issues.
- Provide a forum for dissemination and consideration of information to the local community.
- To assist and support Council prepare recreation trail development proposals and funding applications.
- Provide advice on the design of proposed trails.
- Assist Council with the development of recreation trail promotional material and events.
- Assist Council monitor recreation trail use and condition.
- Respond to and provide advice on any proposed strategy, policy or action plan relating to recreation trails developed by Council.
- Undertake other recreation trail initiatives as necessary.

Membership and chairperson

- One or more councillors appointed by Council.
- Twelve community representatives who live within the Shire, selected to reflect a range of interests, expertise and experience:
 - Two Friends of or Landcare representatives
 - Two community horse riding representatives
 - Two cycling representatives
 - Two walking group representatives
 - Two general community representatives, one urban and one rural
 - One tourism representative
 - One person with a disability or advocate on behalf of people with a disability
- Chairperson (Councillor or other member) as determined by Council

Term of appointment

Community representatives will be appointment for a twenty four month term or until otherwise resolved by Council.

Co-opted members

The Advisory Group may invite suitably skilled persons to join the Group in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members are not entitled to vote.

Quorum

A meeting can only take place with a minimum quorum of

- Seven voting members

At least one Council staff member must be present for administrative purposes.

Member responsibilities

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

- Demonstrate an understanding of issues, developments and concerns relevant to the recreation sector.
- Be aware of the activities, interests and concerns of relevant stakeholder organisations and groups in the Shire of Nillumbik.
- Be conversant with relevant Council plans and policies, particularly those related to recreation.
- Prepare for and actively participate in regular committee meetings.
- Have an understanding and experience in the leisure and/or recreation sector.
- Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council Advisory Committees must:
 1. 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.
 2. 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.

Meeting frequency

Meetings are held quarterly at the Civic Centre (or other location).

Management of the group

- The Coordinator Community Leisure, or other member of Council's Leisure and Social Infrastructure Unit, will resource the Group and attend all meetings.
- The Coordinator Community Leisure will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions.
- Council officers provide support only and do not have voting rights.

Reporting procedure

- The Recreation Trails Advisory Committee is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.
- Minutes of the meetings are presented to Council for information at the next scheduled Council Meeting.
- Recommendations made by the Advisory Committee require consideration and approval by Council (or the relevant delegated Council officer) before being fully endorsed and acted upon.

Public Statements

Members of the Committee cannot make public statements on behalf of Council without prior approval of the Coordinator Community Leisure Services and the Manager Governance and Communications.

References

- Council Plan 2013-2017
- Recreation Strategy 2011
- Nillumbik Trails Strategy 2011
- Health and Wellbeing Plan 2013-2017
- Destination Management Plan 2015
- Northern Regional Trails Strategy

Contact details of group

Coordinator Community Leisure, 9433 3181

Approval date

December 2016

Next review date

November 2018