



Terms of Reference

Name	Melton Weir Development Advisory Committee
Endorsed by	Policy Review Panel – 27 July 2021
Approved by	Council - 30 August 2021.
Next review	October 2025

1. PURPOSE

- 1.1 The Melton Weir Development Advisory Committee plays an advisory and guidance role which will advise Council on matters relating to the improvement, planning and development of the Melton Weir including water access and the surrounding public open space.
- 1.2 The committee is to provide a forum for communication between the facilities primary stakeholders (Southern Rural Water, traditional landowners and Melbourne Runabout and Speedboat Club), and Council with the aim of meeting the needs of the local community where safe to do so.
- 1.3 Members of the Committee shall endeavour to provide where necessary technical advice and recommendations based on an individual level of expertise in a particular area and be able to justify opinions based on community knowledge and local experience.

2. RESPONSIBILITY

- 2.1 Southern Rural Water is the Waterways Manager for the Melton Weir. A lease between Southern Rural water and the Melbourne Runabout & Speedboat Club (MRSBC) is in place which allows controlled power boating activities and access to the water via a club controlled boat ramp.
- 2.2 In order to fulfil the Committee's objectives, members are expected to:
 - Keep informed of current developments, issues and concerns in relation to the weir.
 - Become conversant with relevant Council plans and policies, particularly those related to the weir development.
 - Be aware of the activities, interests and concerns of weir development.
 - Prepare for and actively participate in committee meetings and commit to regular attendance.
 - Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

- Be sensitive to the needs of others and listen to other people's ideas.
- Respect and acknowledge differences of view or opinion.
- Treat information with sensitivity.
- Read documentation prior to attending meetings to ensure time allocated in meetings is maximised.

3. COMPOSITION MEMBERSHIP

3.1 Membership

Membership of the Melton Weir Development Advisory Committee will, where possible, be balanced in regard to age, gender, ethnicity and people living with a disability.

The Committee will comprise up to eighteen (18) members with Councillor delegates being up to nine (9).

	Organisation	Representation	Type of Appointment	Term
1	Councillor, City of Melton	Community	Chair, Elected Representative	1 year
2	Councillor, City of Melton	Community	Elected Representative	1 year
3	Councillor, City of Melton	Community	Elected Representative	1 year
4	Councillor, City of Melton	Community	Elected Representative	1 year
5	Councillor, City of Melton	Community	Elected Representative	1 year
6	Councillor, City of Melton	Community	Elected Representative	1 year
7	Councillor, City of Melton	Community	Elected Representative	1 year
8	Councillor, City of Melton	Community	Elected Representative	1 year
9	Councillor, City of Melton	Community	Elected Representative	1 year
10	Melton City Council Officer (City Design & Strategy Unit)	Local Government	Ex officio (no voting rights)	Ongoing
11	Melton City Council Officer (Recreation & Youth Unit)	Local Government	Ex officio (no voting rights)	Ongoing
12	Southern Rural Water	Waterways Manager	Appointed	Ongoing

	Organisation	Representation	Type of Appointment	Term
13	Melbourne Runabout & Speedboat Club	User organisation	Appointed	Ongoing
14	Traditional owners or Registered Aboriginal Party	Interest group	Appointed	2 years
15	Traditional owners or Registered Aboriginal Party	Interest group	Appointed	2 years
16	Community representative	Including other tenants or stakeholders of the weir, such as landcare or interest groups	Appointed	2 years
17	Community representative	Including other tenants or stakeholders of the weir, such as landcare or interest groups	Appointed	2 years
18	Community representative	Including other tenants or stakeholders of the weir, such as landcare or interest groups	Appointed	2 years

Specialist Council staff and other relevant people may attend meetings to present agenda items. These people will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

3.2 Terms and method of Nomination

- 3.2.1 Council confirms the appointment of its Councillor delegates to its committees each year as part of the Councillor Representation Nominations Advisory Committee.
- 3.2.2 Council officers will be appointed by the Chief Executive.
- 3.2.3 The Southern Rural Water shall be as appointed by Southern Rural Water.
- 3.2.4 The Melbourne Runabout & Speedboat Club delegate will be the Club's President or other member nominated by the club as the President's delegate.
- 3.2.5 Traditional owners or Registered Aboriginal Party and Community Representatives

Community nominations shall be called for in local newspaper public notices, social media or other appropriate forum. Other persons of eligible experience for membership may also be directly contacted inviting interest in nomination.

A selection panel comprising the 2 Council officers on the committee will receive nominations and recommend the appointment of Traditional owners or Registered Aboriginal Party and Community Representatives to the Committee for decision by Council.

Traditional owners or Registered Aboriginal Party and Community Representatives shall be appointed for a period of two (2) years and are eligible for re-nomination.

3.3 Chair

The Chairperson will be the Mayor of the City of Melton when the Mayor a delegate appointed to this committee.

3.3.1 Duties

The chairperson is responsible for

- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming a quorum
- utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the Committee
- promoting the work of the Committee to the community.

3.3.2 Term of Office

The chairperson will remain in that position while they hold the office of Mayor.

3.3.3 Method of Appointment

The Mayor of the City of Melton is automatically appointed as the Chairperson. In the event that the Mayor is absent or not an appointment to this committee, a Councillor will be selected as chairperson by the Councillor delegates on the committee

3.4 Secretariat support

The Melton City Council Officer (City Design & Strategy Unit) will provide secretariat support and are responsible for:

- Setting meeting dates and venues – at least once per annum
- Setting the agenda
- Receiving and compiling scores prior to the panel meeting
- Taking and circulating minutes
- Preparing the report to Council for approval.

3.5 Voting Rights

All committee members have full voting rights except for the two Council Officers who have ex officio status.

4. OPERATING PROCEDURES

4.1 Quorum

A quorum for the committee will require attendance of:

- Two (2) Councillors

- Two (2) stakeholders-(Southern Rural Water and Melbourne Runabout & Speedboat Club)
- One (1) Traditional owners or Registered Aboriginal Party or Community representative, and;
- One (1) Council Officer.

4.2 Meetings

- 4.2.1 Notice of Committee Meetings shall be given to members at least five (5) days prior to each meeting.
- 4.2.2 Members, other than Councillor delegates, must attend at least 70% of meetings per year. If members are unable to commit to 70% attendance, membership may be forfeit at Council's discretion, with members advised accordingly.
- 4.2.3 Council must receive apologies prior to for all meetings being held no later than 12noon the afternoon of the meeting date. If a quorum cannot be reached, committee members will be notified that the meeting is cancelled.
- 4.2.4 Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to Committee members for ratification via email.
- 4.2.5 The Minutes of the Committee are to go to the next Meeting of Council for its endorsement.

4.3 Requirements of Members

Members are expected to:

- 4.3.1 Declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Committee meeting.
- 4.3.2 Keep informed of current developments, issues and concerns
- 4.3.3 Prepare for and actively participate in meetings.
- 4.3.4 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- 4.3.5 Treat information with sensitivity and not disclose any confidential information presented to the Committee.

4.4 Evaluation and Review

The Melton Weir Development Advisory Committee Terms of Reference will be reviewed and evaluated at least every two years.