



# **Melton Weir Development Advisory Committee Terms of Reference**

## **1. COMMITTEE NAME**

- 1.1 The name of the Committee shall be the Melton Weir Development Advisory Committee, hereinafter called “the Committee”.
- 1.2 The Committee is to be constituted as a Special Committee pursuant to Section 86 of the Local Government Act 1989.

## **2. BACKGROUND**

- 2.1 The Committee has been established to provide guidance to Council on opportunities to develop and provide for broader public access to the Weir.
- 2.2 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 restricted power boating activities and access to the water via a club controlled boat ramp.

## **3. PURPOSE**

- 3.1 The committee plays an advisory and guidance role which will advise Council on matters relating to the improvement, planning and development of the Weir including water access and the surrounding public open space.
- 3.2 The committee is to provide a forum for communication between the facilities primary stakeholders (Southern Rural Water and Melbourne Runabout & Speedboat Club) and Council with the aim of meeting the needs of the local community.
- 3.3 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.

## **4. EXPECTATIONS / REQUIREMENTS**

- 4.1 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.
  - Members are expected to 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 professional 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.

## **5. MEMBERSHIP**

5.1 Membership of the committee consists of up to 9 members:

- 2 nominated Councillors
- 2 Council Officers acting as convenors
- 1 representative from Southern Rural Water
- 1 representative from the Melbourne Runabout & Speedboat Club
- Up to 3 community representatives

5.2 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.

## **6. OFFICE BEARERS**

6.1 The Committee shall appoint a Chairperson annually and such other office bearers as may be deemed necessary from time to time.

6.2 The Secretary shall be one (1) of the Council Officers listed as members.

6.3 Council Officers will undertake administrative duties such as prepare and distribute agenda, minutes, correspondence and reports.

6.4 Any other member of the Committee may also be appointed to assist the Secretary in various tasks e.g. taking of minutes etc.

## **7. SELECTION PROCESS**

7.1 Community nominations shall be called for in local newspaper public notices. Other persons of eligible experience for membership may also be directly contacted inviting interest in nomination.

7.2 A selection panel comprising of 2 Council Officers will receive nominations and Council will appoint the Committee.

7.3 Members shall be appointed for a period of two (2) years and are eligible for re-nomination.

7.4 The Councillor/s shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.

- 7.5 The committee representative from the Melbourne Speedboat and Runabout Club (MSBRC) shall be the President of the Club or other member nominated by the Club as the President's delegate and appointed annually after the MSBRC AGM or as required if a vacancy occurs.
- 7.6 The committee representative from Southern Rural Water (SRW) shall be as nominated by SRW and appointed annually or as required if a vacancy occurs.
- 7.7 All Committee members have voting rights.

## **8. MEETINGS**

- 8.1 Notice of Ordinary Meetings shall be given to members at least five (5) days prior to each meeting.
- 8.2 Members 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.
- 8.3 A quorum for the committee will require attendance of:
- 50% plus one (1) community representatives; and
  - One (1) Council Officer.
- 8.4 Council must receive apologies for all meetings no later than 12pm the afternoon of the meeting date. If a quorum cannot be reached, committee members will be notified that the meeting is cancelled.

## **9. AMENDMENTS TO THE TERMS OF REFERENCE / REVIEW PROVISIONS**

- 9.1 Council, following consideration of any recommendation from the Committee or by the Council, may alter these Terms of Reference at any time.
- 9.2 Council will review the Committee's role in consultation with the Committee at intervals not exceeding 2 years. The review shall consider the progress, effectiveness and structure of the Committee.