

1. PURPOSE

The aim of this Advisory Committee is to provide support and advice to Council on behalf of the broader community to ensure the priority action areas within the Natimuk Economic and Social Plan are implemented.

The Project Advisory Committee (PAC) will work with Council staff and prioritise the identified actions within the plan. The four strategic objectives associated with the Plan are:

1. Boosting business, tourism and the economy
2. An environmentally sustainable community
3. Improved recreation
4. Improved relationships

Priority actions for each objective are provided within the Plan.

2. INTRODUCTION

The Project Advisory Committee will work collaboratively with Council staff and provide advice to support the decision making of Council.

The PAC's deliberations and recommendations will be minuted and communicated to Council at the next available Council meeting.

Level of engagement – IAP2 level of participation

Involve

Council will work directly with the Committee to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate

Council will partner with the committee in each aspect of decisions including the development of alternatives and the identification of the preferred solutions.

The Project Advisory Committee's deliberations and recommendations will be minuted and communicated to Council at the next available Council meeting.

3. MEMBERSHIP

Membership shall include:

- a) One Council Officer
- b) One Business Owner/Operator within the Natimuk CAD Precinct
- c) One member with an interest in tourism
- d) One member with an interest in sustainability and the environment
- e) One member with an interest in recreation

- f) One older person (60 + years)
- g) One younger person (16-25 years)

Selection criteria will be established to suit the purposes, aims and objectives of the Committee and will also include:

- Regular involvement in and an awareness of the issues to be addressed by the Committee
- A willingness to work with others and share decision making to achieve improved outcomes
- An ability to represent a broad range of views that reflect the diversity of the community
- A willingness to contribute to meetings in a fair and unbiased manner
- A capacity to commit to the Committee for the duration of the term of membership

The Committee shall consist of a maximum of seven people, to ensure an efficient functional committee

Membership is to be reviewed once every two years along with the Committee's Terms of Reference

If a member is unable to attend three or more consecutive meetings, they will be contacted and if required, a new member identified.

Membership will reflect and comply with Council's Equal Opportunity Policy and will liaise with the Horsham Mobility Group to address issues surrounding accessibility and inclusion.

The filling of any vacancies of the committee will be consistent with the original selection processes.

There will be an opportunity to bring in external stakeholders with expertise on a needs basis.

3.1 Selection

Members will be selected through an expression of interest/nomination process which may be advertised in local newspapers, word of mouth to relevant organisations, Council's website and Council's social media accounts.

Selected stakeholder organisations will be contacted by the relevant Council officer and invited to nominate a representative for the committee.

Membership will aim to achieve a gender balance. Membership should also aim to include a diverse representation of age, experience of disability and cultural and linguistic backgrounds.

Nominees will be asked what their interest is in the following categories and why they want to be a member of the PAC:

- Business and the economy
- Tourism
- Environment and Sustainability

In the event that there are more nominations than available positions, the relevant Council Officer will be responsible for membership selection.

The Terms of Reference and membership will be endorsed by Council

3.2 Term of Office

Membership shall be reviewed once every two years along with the Committee's Terms of Reference.

4. ROLES AND RESPONSIBILITIES

The Project Advisory Committee is not a decision-making body. Its role is to:

1. Help identify key issues with regard to implementation of actions within the Natimuk Economic and Social Plan
2. Provide representative insight and advice into the relevant issues including climbing at Mount Arapiles (Dyurrite), Water for Lake Natimuk, Business, economy and tourism, Relationships with Traditional Owners, Climate and sustainability and Relationship with Horsham Rural City Council.
3. Provide guidance as to potential solutions pertaining to the implementation of the Natimuk Economic and Social Plan.
4. Provide a communication conduit to the community during the implementation phase.
5. Make recommendations for council to determine.

4.1 Conduct

The PAC or its members do not respond to personal or individual complaints. They may acknowledge a person's concern and advise a person how to register their concern with Council.

All members must abide by the policies of Horsham Rural City Council.

Members are expected to work considerately and respectfully of any diversity of opinions and experience

It is not the role of PAC members to speak with the media regarding the work of the Advisory Committee or on behalf of Council.

4.2 Confidentiality

Whilst an important role of the Committee will be to champion and help promote the activities of the Committee, information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Council Officer supporting the Project Advisory Committee.

4.3 Conflicts of Interest

Conflicts of interest must be declared. In the event of a conflict of interest, the declaration must be recorded in the minutes of the Committee and appropriate action taken dependant on the Conflict of Interest declared.

Council may terminate a member's appointment if they have been found to breach confidentiality, conflict of interest or code of conduct requirements.

4.4 Media

The Chairperson is empowered to be spokesperson for the activities of the Committee. Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Council staff representative. In the absence of the Chair, the Responsible Officer is empowered to be the spokesperson for the Committee.

5. OPERATING PROCEDURES

As a standing agenda item, the Chair will acknowledge and pay respect to the traditional custodians of the land as per the Council's Acknowledgement of Country.

Meetings will be held monthly and the duration of the meetings will be no longer than 1.5hrs.

A community representative will be appointed to Chair the meetings by the committee at its inaugural meeting. The Chair is to be independent from council unless agreed by the committee at the inaugural meeting

The agenda will be set by the Chair in collaboration with the Council staff representative. The secretariat (meeting organisation, minutes distribution etc) will be provided by Council

All minutes will be forwarded to Council for information or if a decision is required.

The Committee will make at least one presentation to a Council Briefing annually

Councillors may attend the Advisory Committee meetings as observers.

6. EVALUATION AND REVIEW

The composition, activities and Terms of Reference of the Committee will be reviewed at least every two years, or as required.

7. COMMUNICATION

The Terms of Reference will be included in the promotion of the Advisory Committee. It will also be placed on Committee webpage on the Horsham Rural City Council website. Upon request, the Terms of Reference will also be available to pick up in hard copy from Horsham Rural City Council Customer Service.

8. RESPONSIBILITY

Responsible Officer: Coordinator Investment & Business Development

These Terms of Reference will be reviewed every 2 years or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

9. DEFINITIONS

Nil

10. SUPPORTING DOCUMENTS

Document	Location
HRCC Volunteer Handbook	Website

11. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	27 March 2023	Council	• New TOR	27 March 2025
02	27 May 2024	Council	• Updated	27 May 2026
2.1	-	-	• Administrative change only – new template	27 May 2026

It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Terms of Reference (ToR). Where an update does not materially alter a ToR, such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.