

Eastern Hill Activation Master Plan Advisory Panel – Terms of Reference

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1. Purpose

- 1.1. The purpose of the Eastern Hill Activation Master Plan (EHAMP) Advisory Panel is to provide key stakeholder group representation and input into the review of key recommendations of the draft Eastern Hill Activation Master Plan.
- 1.2. The Advisory Panel is to review and discuss key draft Master Plan recommendations and recommend revised master plan concepts to Council for consideration.
- 1.3. The Advisory Panel is not a decision-making body and has no governing legislation.

2. Scope

- 2.1. The EHAMP Advisory Panel will facilitate discussion and debate in a professional and respectful manner on recommendations in the draft Master Plan that received the most diverse feedback from the community during public exhibition. The key elements to be considered by the Panel include:
 - 2.1.1. traffic, pedestrian access and parking (Master Plan Recommendations 8, 9, 10 and 18);
 - 2.1.2. inclusion and size of mountain bike trails and associated infrastructure (Master Plan Recommendations 12, 13 and 23);
 - 2.1.3. the size and scope of Trig Point infrastructure (Master Plan Recommendation 15);
 - 2.1.4. the proposed re-alignment of the Hume and Hovell Track including Kiewa Valley lookout provisions (Master Plan Recommendations 21 and 22); and
 - 2.1.5. ecological restoration (Master Plan Recommendations 24, 25, General 1 and General 4).
- 2.2. It is anticipated that Panel discussions will identify solutions and refinements to these draft Master Plan recommendations that can then be presented to Albury City Council for further consideration.
- 2.3. The Panel will have regard to the findings of the previous public consultations and the independent consultant report that summarises the findings from the public exhibition of the draft Master Plan.

3. Membership

- 3.1. Albury City Council will invite representation from the following interest groups:
 - 3.1.1. AlburyCity Access Committee (1 representative);
 - 3.1.2. AlburyCity Councillors (2 representatives);
 - 3.1.3. Albury Wodonga Mountain Bikers (1 representative);
 - 3.1.4. Friends of Eastern Hill (1 representatives);
 - 3.1.5. Mungabareena Aboriginal Place Management Group (1 representative);
 - 3.1.6. Rotary Club of Albury (1 representative);

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- 3.1.7. Sustainability Advisory Committee (1 representative); and
- 3.1.8. Youth Council (1 representative).
- 3.2. AlburyCity Officers will be available to provide support with technical input and administration for the Panel (meeting minutes, etc).
- 3.3. Members may nominate an alternate representative.
- 3.4. Members may resign at any time upon giving at least seven (7) days written notice to the Chairperson.
- 3.5. Members of the Panel shall cease to hold office:
 - 3.5.1. if the Panel is dissolved by AlburyCity;
 - 3.5.2. upon written resignation;
 - 3.5.3. in the case of members other than Councillors, if absent without prior approval of the Panel for three (3) consecutive meetings; or
 - 3.5.4. if AlburyCity by resolution determines that the member has breached AlburyCity's Code of Conduct.

4. Meeting Chair

- 4.1. The Chairperson must be a Councillor.
- 4.2. The Chairperson must convene Panel meetings.
- 4.3. If the Chairperson is not available, then the alternate Councillor delegate will be responsible for convening and conducting that meeting.
- 4.4. The Chair will have the following responsibilities:
 - 4.4.1. Assist to develop and distribute the meeting invitation, agenda and minutes.
 - 4.4.2. Maintain a decision register and action log.
 - 4.4.3. Moderate discussion to ensure that all members of the panel are provided the opportunity to provide input.
 - 4.4.4. Ensure that discussions are undertaken in a respectful and polite manner.
 - 4.4.5. Seek to achieve consensus in decision making.
 - 4.4.6. Summarising and reporting findings back to Council.

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5. Roles and Responsibilities

Members of the EHAMP Advisory Panel will be expected to:

- 5.1. Abide at all times with these Terms of Reference.
- 5.2. Provide feedback and input into the master plan development.
- 5.3. Be respectful to the views and ideas of others within the panel.
- 5.4. Ensure that decisions are future focused and consider all members of the community.

6. Code of Cooperation

Members of EHAMP Advisory Panel will:

- 6.1. Start on time and finish on time.
- 6.2. Participate and contribute - everyone is given opportunity to voice their opinions.
- 6.3. Actively listen to what others have to say, seeking first to understand, then to be understood.
- 6.4. Give and receive open and honest feedback in a constructive manner.
- 6.5. Use facts and not emotions to make decisions (whenever possible).
- 6.6. Be always respectful to other members of the group.
- 6.7. Read the agenda prior to each meeting, and if possible have sought any additional information required in advance of the meeting.
- 6.8. Adherence to AlburyCity's adopted Code of Conduct will apply to all committee members. The Code sets the minimum requirements of behaviours for all committee members. A copy of the Code is available on request.

7. Frequency of Meetings

- 7.1. The EHAMP Advisory Panel will conduct fortnightly (every 2 weeks) meetings for a period of up to three (3) months.
- 7.2. Meetings will be up to two (2) hours in length on the 2nd and 4th Wednesday of each month.
- 7.3. All panel agenda items must be forwarded to AlburyCity, by close of business at least five (5) working days prior to the next scheduled meeting.
- 7.4. The agenda will be circulated three (3) days prior to the meeting.
- 7.5. The Chairperson has the right to refuse to list an item on the formal agenda, however members may raise an item under 'General Business' if necessary and as time permits.
- 7.6. At the end of the 3-month period, a report will be prepared for Council presenting proposed changes to the draft EHAMP.
- 7.7. A quorum of the Advisory Panel shall consist of five (5) members including one (1) Councillor.

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8. Decision Making

- 8.1. The conduct of business will be, wherever possible, by consensus and resolution.
- 8.2. If consensus and resolution is not possible, decisions will be made by the majority rule of members present.
- 8.3. Dissenting views and opinions may be recorded in the minutes on the request of the panel member.

9. Proxies and Guests to Meetings

- 9.1. Members of the Panel may nominate a proxy to attend a meeting if the member is unable to attend.
- 9.2. The Chairperson will be informed in writing of the substitution at least one (1) working day prior to the scheduled nominated meeting.
- 9.3. The Chairperson may in his or her absolute discretion decide whether to accept or reject a nominated proxy.
- 9.4. The Advisory Panel may invite observers or guests for the purpose of clarifying certain matters as decided by the Advisory Panel. Requests to invite observers or guests must be made in writing and approved by the Chair at least (1) working day prior to the scheduled nominated meeting.

10. Public statements

- 10.1. The policy of AlburyCity is that only the Mayor, Chief Executive Officer and senior staff are authorised to make public statements (including, but not limited to, media interviews, speaking at public meetings and producing written material for publication) on behalf of AlburyCity.
- 10.2. Panel Members must not make public statements on behalf of the Panel unless the Chairperson has given prior approval.
- 10.3. Members may speak about and share information on their experience as a participant but must be clear that they are not speaking on behalf of the Panel.

11. Grievances and complaints

- 11.1. Members are encouraged to inform the Chairperson if they are not receiving the advice or support, they need to fulfil their role.

12. Executive and administrative support

- 12.1. Executive and administrative support will be provided to Panel members (eg. making copies of documents, provision of additional information) via a request of the Chairperson.

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- 12.2. Members of the Panel are not able to direct or attempt to direct AlburyCity Officers.
- 12.3. The Chairperson is permitted to seek such assistance as is reasonably required from AlburyCity by request to the Chief Executive Officer.

13. Expenses

- 13.1. Participation in the Panel does not attract a salary or any other payment.

14. Authorisation

Owner	Directorate	Infrastructure, Planning and Environment – City Landscapes
	Responsible Officer	David Costello
Authorisation	Adopted Council 11 April 2023, CM 13.5	
Review Date	As required	
Register	Public Policy and Procedure Register.	
Record of Amendments	Insert date	Provide brief description of the change.
	Insert date	Provide brief description of the change.

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