

Panton Hill Bushland Reserve System

User Group

Terms of Reference



Classification

Advisory committee

Purpose

The purpose of the Panton Hill Bushland Reserve System (PHBRS) User Group is to encourage an understanding, appreciation, enjoyment and care within the community of the significant natural features, biodiversity, social, educational, recreational, and historical values of the Panton Hill Bushland Reserves.

Objectives

- To assist in planning community initiatives and activities that promote and protect the natural features, biodiversity, social, educational, recreational, and historical values of the PHBRS
- To assist in the implementation of initiatives and activities which protect and enhance these values.
- To facilitate the wider Nillumbik community's enjoyment and experience of the PHBRS
- To engage the community in the implementation of these activities.
- To provide relevant advice and feedback to Council in relation to works and other matters as they may arise within the reserves
- To assist in the development of appropriate policy that supports and facilitates these endeavours
- To allow Council to inform the User Group about issues and actions surrounding the reserves for dispersal into the community.

Membership

Eight community representatives will be selected to represent a broad spectrum of reserves users including environmental interests, horse riding, bushwalking and mountain bike groups, the indigenous and artistic communities and the general community.

When a representative is absent from a meeting, they may nominate another person from the same interest group to attend the meeting in their place. From time to time, the User Group may invite other people from the community or government agencies to provide input into a particular topic or project.

Broader community involvement will be advertised to all interested community members who can participate in volunteer initiatives and activities.

The User Group will be chaired by a Councillor appointed by Council.

Term of appointment

PHBRS User Group members will be appointed for a two year term after which the role and function of the User Group will be reviewed.

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User Group responsibilities

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

- Work in conjunction with Council officers in developing community engagement activities in the PHBRS as well as developing community engagement programs and materials.
- Promote activities and recruit volunteers within their communities
- Assist in coordination and supervision of volunteers during activities
- Prepare for and actively participate in regular PHBRS User Group meetings.
- Provide advice and feedback on different aspects of works within the reserves, or community engagement activities and supporting policy initiatives.

Member responsibilities

Members of the PHBRS User Group are expected to work as part of a team in undertaking activities to help enhance and conserve the PHBRS.

Activities to be undertaken by group members may include weed control, trail maintenance, sign maintenance, flora and fauna monitoring, trail monitoring, Waterwatch monitoring, rubbish removal, and revegetation and community engagement programs.

Meeting frequency

The User Group shall meet three times per year.

Subcommittees around specific projects may be convened as required and meet on a more frequent basis.

Broader community involvement will be advertised as required for on-ground activities.

Management of the Committee

The Environmental Works Team Leader, or another member of Council's Environmental Works Team, will resource the Committee and attend all meetings and community activities. Leisure Services will provide technical advice and assistance with matters relating to the recreation trails through the PHBRS.

The Environmental Works Team will be responsible for preparation of meeting agendas, minutes, and other administrative functions. In addition, the Environmental Works Team will be responsible for coordinating and administering on-ground activities such as weed control, trail maintenance and revegetation. Administration of on-ground activities will be in accordance with Council's Friends Group Volunteer Manual 2011.

Council's Infrastructure and Business Tourism and Marketing functions will attend meetings and provide advice to the User Group

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Reporting procedure

The PHBRS User Group is an advisory committee that is established by Council. It is not a decision making body and does not require voting protocols or other decision making mechanisms.

Occupational Health & Safety and Equal Opportunity

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council Advisory Committees must:

- 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.
- 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.

The Council officer with responsibility for convening the Group will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti Bullying and Violence Policy as part of the Committee induction process.

References

Panton Hill Bushland Reserves Management Plan 2011

Panton Hill Bushland Reserves Community Engagement Plan 2013

Council Contacts

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