

**CITY OF PORT PHILLIP
ESPLANADE MARKET ADVISORY COMMITTEE**

**TERMS OF REFERENCE
Adopted by Council 28 November 2011**

1. Council Plan

Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy is high quality, well informed, responsive and accountable decision making in the best interests of the community.

One of Council's key strategic directions in its Council Plan is 'Engaging and governing the City'. To this end Council is committed to:

- drawing on the expertise of the community;
- meaningful dialogue with our constituents;
- engaging with the community to maximise feedback to ensure open and inclusive decision making; and
- using feedback from the community to inform Council decision making.

All decisions, made by Council or by officers under delegation, will be informed by an analysis of community views. The establishment of Advisory Committees is integral to Council's Good Governance principles.

Through Advisory Committees and Reference Committees Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision making process.

2. Purpose

The Esplanade Market Advisory Committee will provide advice on the strategic direction of the Esplanade Market including:

- Annual review of the Esplanade Market Strategic Plan as approved by the Council, and recommend any proposed changes to the Council;
- Provision of advice on implementation of the Strategic Plan directions;
- Provision of advice on development of marketing and advertising strategy;
- Provision of advice on communication mechanisms with stallholders, community and other stakeholders;
- Provision of advice on business and operational planning.

3. Community Contribution

To maximise the value of the contribution of Advisory Committees, Council invites interest from members of the community who have:

- passion and enthusiasm for the issues and challenges related to the purposes of the Advisory Committee;
- the ability to appreciate a range of interests and factors impacting on the matters under discussion; and
- a demonstrated commitment to participative and consultative processes.

In selecting community members Council will seek to:

- achieve a mix of skills relevant to the purposes of the Advisory Committee;
- ensure a broad representation of the Port Phillip community; and
- create a forum for full discussion of relevant matters.

4. Committee structure

The Advisory Committee will comprise an appropriate membership to facilitate its functioning and the achievement of its purposes. The composition of the Committee will be as follows:

- Two Councillors;
- President or other representative as appointed by the St Kilda Arts and Crafts Association Inc (the stallholder association for the Esplanade Market);
- Three Esplanade Market stallholders;
- Two Port Phillip community members (who are not Esplanade Market stallholders);
- Two people with expertise in markets, art and craft, marketing or another relevant field.

Stallholders, community members and external experts will generally be appointed by the Council for a term of two years.

In consultation with the Committee, Council may co-opt members to the Committee for a period.

5. Opportunities for new members

If a member:

- resigns from the Advisory Committee; or
- fails to attend three consecutive meetings without providing apologies to the Chairperson, and accepted by the Committee; or

- is removed from the Committee by Council (after consultation with the Committee) for not acting in accordance with the principles stated herein;

then a replacement Committee member may be appointed by Council.

During the life of the Advisory Committee, Council may choose to increase the membership of the Committee.

OPERATIONAL MATTERS

6. Meetings

The Chairperson of the Advisory Committee will be a Councillor appointed by Council.

The first meeting of the Advisory Committee will be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program to give each member the best possible opportunity to participate. It is anticipated that the Advisory Committee will meet at least four times per year.

The quorum for a meeting will be half the number of members plus one.

7. Conduct principles

Committee members are expected to:

- actively participate in Committee discussions and offer their opinions and views;
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- act with integrity;
- attend each meeting where practical; and
- avoid conflicts of interest and the releasing of confidential information.

8. Committee operation

New committees will be briefed on the expected range of work to be undertaken, including discussion of how the committee relates to the work of Council, the roles of all parties, and any relevant policy or legislative framework impacting on the work.

The Advisory Committee is to operate at all times in accordance with its Terms of Reference. The Committee has no delegated powers but may provide advice in line with the Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.

9. Remuneration

Normally no remuneration will be paid to Advisory Committee members, however Council may decide to reimburse Committee members for some out of pocket expenses.

10. Declaration of interests

If a member believes they have a conflict of interest in a matter before the Advisory Committee, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting.

A person is likely to have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

11. Resourcing

City of Port Phillip staff nominated by management will support the Advisory Committee. Other Port Phillip staff will attend the meetings to assist the Committee as required.

The nominated Council officer will prepare agenda papers for meetings (with the agreement of the Chairperson). Agendas and supporting material will be circulated three clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers. At all times, the nominated Council officer remains under the direction of their General Manager.

12. Feedback to Council

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be promptly distributed to Advisory Committee members, Councillors and the Council's executive team. Council may request a formal report from the Committee.

13. Communication

Council officers are responsible for ensuring that Advisory Committee members are advised of:

- progress or outcomes of any feedback provided by the Advisory Committee;
- dates of Council meetings considering matters relevant to the work of the Advisory Committee;
- any Council report or Council decision relevant to the Advisory Committee's work.