



NOMINATION FORM
EDENVALE ADVISORY COMMITTEE
 Closing Date: 8 October 2009

Submission of Nominations	Nominations must be submitted by the closing date to: Shire of Murray, PO Box 21, PINJARRA WA 6208 or by email to mailbag@murray.wa.gov.au	
Surname		
Given Names		
Home Address		
Email Address		
Contact Details		
Home:		
Work:		
Mobile:		
Occupation:		
Please address the following selection criteria (Attach additional sheet if required)		
Are you available to attend monthly / bi-monthly meetings?	YES / NO	
What are your experiences, skills, attributes or qualifications to support the nomination?		
Please outline your demonstrated interest in the position?		
How will you represent the interests of the Murray community on this Committee?		
Please note that some Advisory Committees require people from particular sectors of the community with specific skills and interests. Please refer to the Terms of Reference and address as required.		
I hereby submit my nomination and declare that all information I have provided is true and correct.		
Nominee: Dated:/...../.....		

NOMINATION PROCESS:

Nominees are asked to complete the nomination form and email by COB Thursday 8 October, 2009 to mailbag@murray.wa.gov.au. Completed forms may also be faxed or posted. Late nominations will not be accepted. At the close of the nomination period a Selection Panel will meet and make recommendation to the next Council Meeting.



INFORMATION FOR NOMINEE

EDENVALE ADVISORY COMMITTEE

PURPOSE:

The purpose of the Advisory Group is to provide advice to Council on issues relating to the Edenvale Complex and its operations.

TERM AND COMMENCEMENT:

The term of office on the day of appointment by Council and expires on the next ordinary local government election day i.e. third Saturday in October 2011.

MEETING DETAILS:

As per the Terms of Reference

TERMS OF REFERENCE:

See Attached

FOR FURTHER INFORMATION ABOUT THE ADVISORY COMMITTEE, PLEASE CALL:

Lisa Gardiner: Manager Community Services

Phone: 9531 7725 or email LisaG@murray.wa.gov.au

EDENVALE ADVISORY COMMITTEE

Terms of Reference

Aims

Promote, support, and generate awareness of initiatives, facilities and services in the Edenvale Complex.

Make recommendations on the development of programmes of heritage and tourism activities within the Edenvale Complex.

Make recommendations to Council on all activities and interpretive projects at Edenvale.

Disseminate information on Heritage and Culture issues in the Shire of Murray.

Objectives

- 1. To provide information to the Shire of Murray and the community on issues relating to Edenvale.**

Strategies

- 1.1 Provide a means for the community to make issues known to the council.
- 1.2 Keep the community informed on issues through regular local media coverage.

- 2. To recommend actions to the Shire of Murray that will encourage the growth and development of Edenvale.**

Strategies

- 2.1 Liaise between the community and council on a broad range of issues pertinent to Edenvale.
- 2.2 Encourage community participation within the community of events and programmes.
- 2.3 Provide recommendations on the development of policy and programmes to council that encourage development growth in relation to heritage matters and tourism.

Committee Structure

- Manager Community Services – Shire of Murray (advisory capacity)
- Manager Building Services – Shire of Murray (advisory capacity)
- One Councillor representative
- One representative from each of the recognised stakeholder groups as follows:
 - Roger May Museum
 - Historical Society

- Friends of Edenvale
- Murray Arts and Crafts
- Pinjarra Quilters
- Heritage Tea Rooms
- And up to a maximum of two community representatives.

Management

Presiding Member

The Presiding Member shall be elected by the committee bi-annually at the first meeting following the Council Elections.

Responsibilities of the Presiding Member include:

- Scheduling meetings and notifying committee members through the Secretary;
- Inviting specialists to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft minutes before distribution.

Minute Taker/Secretary

The role of the minute taker is to:

- Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
- Distribute the Agenda one week prior to the meeting;
- Take notes of proceedings and prepare minutes of the meetings;
- Distribute the minutes to all committee members one week after the meeting and be made available to all staff;
- Ensure the Presiding Member checks and approves the minutes prior to distribution to Committee members; and
- Has the minutes accepted by the Committee as a true and accurate record at the commencement of the next meeting.

Recommendations to Council

The Committee will make Recommendations to Council on matters pertaining to the Edenvale Complex.

Quorum

A quorum will consist of 50% plus 1 of the committee members in attendance including the Council Elected representative or their delegate.

Meetings

Regular

Meetings shall be held regularly at a time and place as determined by the committee.

Special

Special Meetings may be called with the approval of the Presiding Member.

Deputations

The committee may invite any persons or organisations to attend any meetings but they will not have any voting powers for decisions made during the meeting.

Working parties

Working parties may be formed to work on a particular project/issue as identified by the committee. At least one member of the committee will be on the working party with other positions being filled by interested non-members. The committee member will feed back to the committee.

Resources

Administrative support to be provided by the Shire.

Term of Appointment

All terms of appointment shall be in accordance with the Shire of Murray Standing Orders.

Voting

At all meetings each voting member present is entitled to one vote and in the case of a tied vote the Presiding Member has the casting vote.

Amendments

The terms of reference shall be reviewed bi-annually from the date of approval. They may be altered to meet the current needs of the Committee, by agreement of the majority and the Shire of Murray.