

**DRAFT TERMS OF REFERENCE**  
**Port Melbourne Waterfront Urban Design Framework**  
**Community Reference Committee**

## **Project Purpose**

The Port Melbourne Waterfront continues to experience change with an increased level of activity of the 'Port' at Station Pier and residential development associated with the Port Melbourne Mixed Use Zone. The planning controls for Beacon Cove are being handed back to council from the state government now that the project is substantially complete. The opportunity exists to plan for a more vibrant and safe waterfront that reflects its, local, regional, metropolitan and broader international roles through the development of an Urban Design Framework (UDF).

A UDF is a strategic planning tool that sets out an integrated design vision for the desired future development of places and does so by translating broad aims into practical urban design actions. These actions include public improvements, design and development guidelines and new land use zones.

### **1. Terms of Reference**

1.1 The committee's key responsibilities are to advise Port Phillip City Council on the development of the Port Melbourne Waterfront Urban Design Framework.

1.2 The purpose of committee is:

- (a) To provide an avenue of community consultation and access to community expertise regarding a shared vision, strategic planning and matters pertaining to the development of a UDF for the Port Melbourne Waterfront;
- (b) To encourage and facilitate community participation and assist in strengthening links and partnerships between the Port Phillip community and Council in the development of the UDF;
- (c) To significantly contribute to the content of the UDF.

### **2. Operational Procedures**

2.1 The following procedures will guide the operation of the committee:

- (a) The committee will meet on a three monthly basis or as determined by the committee;
- (b) A councillor will convene meetings;
- (c) The committee may co-opt officers of Council, representatives of the community, interest groups, or representatives of government to assist in issues of strategic planning, urban design, coastal processes or other technical issues;

### **3. Membership**

3.1 The committee shall consist of:

- (a) 2 councillors appointed by council;
- (b) 6 members of the community appointed by council;
- (c) 2 council officers appointed by the CEO;

#### **4. Chair**

4.1 Meetings will be chaired by a Councillor appointed by Council.

#### **5. Delegation**

5.1 The committee has no delegated powers but may provide advice to Council officers in line with the Terms of Reference. The committee does not have the power to speak on behalf of Council.

#### **6. Length of Term and Appointment of Community Members**

6.1 Positions will be for the life of the project (expected 2 years).

6.2 Members are encouraged to commit to attending meetings. Attendance will be recorded and reported annually.

#### **7. Principles for Appointment of Community members**

7.1 Community members should be able to:

- (a) Demonstrate knowledge of broad principles and ideas to advance the 'liveability' of the Port Melbourne Waterfront - its planning and urban design.
- (b) Demonstrate commitment to actively encouraging increased community action/ involvement and the ability to develop and sustain contacts with key individuals and groupings within the local community.
- (c) Generally understand and have an interest in Local Government and the relationships with state, federal governments, business and other stakeholders.
- (d) Demonstrate a commitment to participative and consultative process.

#### **7.2 In Appointing Community Members Council will Seek to:-**

- (a) Achieve a mix of skills relevant to the development and implementation of the UDF.
- (b) Ensure a broad representation of the Port Melbourne community based on geographic location and will have regard to age, gender, members who are of non-English speaking background and Indigenous peoples.