

# CITY OF PORT PHILLIP

## TERMS OF REFERENCE COMMUNITY REFERENCE GROUP J.L. MURPHY RESERVE MASTER PLAN

### 1. Terms of Reference

- 1.1. The Reference Group's key responsibilities are to advise Port Phillip City Council on the development of the J.L. Murphy Reserve Master Plan including;
  - a) The vision, principles and values for long term strategic development and management of J.L. Murphy Reserve.
- 1.2. The purpose of the J.L. Murphy Reserve Master Plan Reference Group is to assist Council to obtain the best outcomes by;
  - a) Providing representative community input.
  - b) Ensuring that the views of relevant community groups, government agencies and the community are expressed and taken into account during the development of the J.L. Murphy Reserve Master Plan ("Project").
  - c) Ensure Council's desired strategic directions are reflected in outcomes, and any limitations, including budget constraints, are ascertained.
  - d) Ensure the views of each of the stakeholders are known and given full consideration.
  - e) Ensure the outcomes consider relevant strategies and policies including but not limited to the Council Plan, Open Space Strategy and the Sport and Recreation Strategy.

### 2. Operational Procedures

- 2.1. The following procedures will guide the operation of the reference group:

The Reference Group will meet at times to be determined by the Group, the first meeting to be convened by the Chairperson at the earliest opportunity.

It is anticipated that the reference group would meet 3-5 times over a 7 month period.

### 3. Membership

- 3.1. The Reference Group will consist of;
  1. Port Melbourne Community Garden - Dig In (1)
  2. Port Melbourne Soccer Club (1)
  3. Port Melbourne Colts (1)
  4. Port Melbourne Cricket Club (1)
  5. Port Melbourne Baseball club (1)
  6. Hobson's Bay Dog Obedience (1)
  7. Community Representatives (2)
  8. Port People (1)
  9. City of Port Phillip staff appointed by CEO (2)
  10. Port Phillip Councillor nominated by council (1)

### 4. Chair

- 4.1. Meetings will be chaired by the Councillor.

## **5. Delegation**

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

## **6. Principles for Appointment of Community Members**

6.1. A representative from each of the Murphy Reserve user groups nominated by each club.

6.2. Community members will be appointed by Council that have:

- a) An appreciation of issues related to parks and open space management in an urban environment.
- b) The ability to understand competing interests related to parks and open space in an urban environment and to balance competing issues.
- c) A demonstrated commitment to participative and consultative processes.

In appointing community members Council will seek to:

- Achieve a mix of skills relevant to the development of the master plan.
- Ensure a broad representation of the Port Phillip community based on current users at the reserve and will have regard to age, gender, members who are of non-English speaking background and indigenous peoples.

## **7. Community Reference Group Member Responsibilities**

7.1. Members of the community reference group will need to agree to the following behaviours:

- a) Put views clearly and be prepared to negotiate to achieve acceptable outcomes and compromise where necessary;
- b) Balance personal and sectoral interests against the broader interest of the community;
- c) Acknowledge that your contribution is only part of a wider process. All members have an equal contribution to make to the debate
- d) Acknowledge the roles and responsibilities of the council, State government and other parties under legislation;
- e) Observe confidentially and exercise tact and discretion when dealing with sensitive issues;
- f) Highlight any potential conflict of interest by declaring financial and other interests in issues under discussion;
- g) Contribute to discussion in an open spirit of inquiry and avoid pursuing personal self interest;

- h) Try to appreciate the different positions held by others- they are legitimate;
- i) Seek common ground on which to build shared understanding;
- j) Members representing a community group will be required to table the minutes from the reference group meetings at their community groups Group meetings.
- k) Make time for genuine consultation and preparation for meetings;
- l) Attend scheduled meetings.