

Attachment 1 – Assessment of Compliance with St Kilda Skate Park Community Reference Group TORs

TOR	Comment on compliance
Purpose - To provide input and advice as part of a process for assessing 8 sites previously identified for the development for a St Kilda Skate Park, as well as any new sites that may be identified.	Complied. Process assessed previous 8 sites as well as additional 15 sites in 11 locations.
Membership - The Reference Group will comprise 10 members including 8 members who are young people, skaters, community members and/or experts in open space and recreation planning and 2 Councillors. The Project Manager and other relevant staff will attend as appropriate.	Complied
Role & Responsibility - The Reference Group will provide input into the assessment process. The broad terms of reference for the community reference group being to:	
• Provide advice to the independent assessor.	Complied. the Group provided advice to the Independent Assessor
• Consider the criteria and weightings that the reference group agrees appropriate to the assessment process.	Complied, the Group considered the criteria a weightings and this is covered in the Minutes
• Consider any additional sites that the reference group agrees appropriate to the assessment process for approval by Council.	Complied. The Group considered a number of sites moving from 8 initial sites, to 23 sites in 19 locations, then to 9 shortlisted sites and then down to 3 suitable sites with one as the preferred site.
• Consider and provide comment to any draft recommendations of the independent assessor prior to a final report being presented to Council by the assessor.	Complied. The Group received the Independent Assessor's final report at meeting 6 and provided comments to the Assessor prior to the finalisation of his report.
Meetings & Resourcing - Meetings are as required. There is anticipated to be six (6) in total.	Complied. A total of 7 meeting were held
The Project Manager will ensure that agendas and supporting material will be circulated prior to meetings, and minutes are circulated after meetings.	Complied.
Timelines - The Reference Group will begin meeting in March 2009 and will cease operation following the presentation of the final report to the Council.	Complied. First meeting was the 17 March and the last meeting was held on the 20 May.