

CITY OF PORT PHILLIP

TERMS OF REFERENCE FOR PERCE WHITE RESERVE MANAGEMENT PLAN REFERENCE GROUP

1. Purpose

The purpose of the Perce White Reserve Management Plan Reference Group, (“**Committee**”) is to assist Council to get the best outcomes by ensuring that the views of relevant community groups, government agencies and community are expressed and taken into account during the development of the Perce White Reserve Management Plan (“**Project**”).

The committee will provide advice and feedback on:

- The Principles and Values for the Management of Perce White Reserve
- The development of a management /master plan for Perce White Reserve
- The concept plans for future development of Perce White Reserve

2. Objectives

The Committee will provide input and advice for the Project ensuring that:

- Council’s desired outcomes and any limitations, including budget constraints, are ascertained and documented.
- The views of each of the stakeholders are known and given full consideration.
- The project design complies with the desired outcomes and limitations.
- The outcomes consider relevant strategies and polices including but not limited to the Victoria Coastal Strategy, Port Melbourne’s Port Development Plan, Open Space Strategy, Foreshore Management Plan, Victoria’s native vegetation management.

3. Policy Framework

The Committee is an advisory committee of the Council and has no delegated powers. The Committee will have regard to and comply with Council’s policies and decisions. Final designs and recommendations of the Committee will be reported to Council for information or decision as required, by Council officers using established reporting mechanisms.

4. Membership and Responsibilities

The Committee will comprise of:

- Port of Melbourne;
- Friends of Port Melbourne’s Foreshore;
- Life Saving Victoria;
- Sandridge Life Saving Club;
- Community member representatives (3);
- City of Port Phillip staff (2) appointed by CEO;
- Parks Victoria;
- Victoria Police; and
- Port Phillip Councillor nominated by council

The Chairperson will be the Manager Parks and Open Space Services

5. Meetings

The Committee will meet at times to be determined by the Committee, the first meeting to be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program.

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

6. Resourcing

The Chairperson will have responsibility for preparation of agenda papers for meetings and for distributing those three days prior to the meeting.

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be distributed to Committee members, Councillors and the Council's Executive Team as soon as they are prepared.

The committee will be supported by staff from Parks and Open Spaces

Meetings will be run to an agenda, be minuted and take approximately 2 hours

Agendas and supporting material are circulated 3 days prior to meetings and minutes are circulated as soon as prepared after meetings.

7. Reporting

The Chairperson is responsible for reporting to Council, via a formal report (or briefing when appropriate) as key milestones are reached or if a Council decision is required.