

**CITY OF PORT PHILLIP**  
**FISHERMANS BEND COMMUNITY FORUM**  
**DRAFT TERMS OF REFERENCE**

**1. Council Plan**

Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy is high quality, well informed, responsive and will ensure accountable decision making is made in the best interests of the community.

One of Council's key strategic directions in its Council Plan is 'Engaging and Governing the City'. To this end Council is committed to

- drawing on the expertise of the community;
- meaningful dialogue with our constituents;
- engaging with the community to maximise feedback to ensure open and inclusive decision making; and
- using feedback from the community to inform Council decision making

Decisions, made by Council or by officers under delegation, will be informed by an analysis of community views. The establishment of community forums is integral to Council's Good Governance principles. Through community forums Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision making process.

**2. Adding value**

To maximise the value of the contribution of community forums, Council invites interest from community members who have:

- passion and enthusiasm for the issues and challenges related to the purposes of the community forum
- the ability to appreciate a range of interests and factors impacting on the matters under discussion
- a demonstrated commitment to participative engagement processes

In selecting community members Council will seek to:

- achieve a mix of skills relevant to the purposes of the community forums
- ensure a broad representation of the Port Phillip community
- create a forum for full discussion of relevant matters

### 3. Forum purpose

The Fishermans Bend Community Forum is not a decision making forum, however decisions made by Council or by officers under delegation can be informed by an analysis of community views.

The purpose of the Fishermans Bend Community Forum is to:

1. Provide a regular, scheduled opportunity for a **two-way dialogue** between our community and Council and where possible relevant State agencies– a time for mutual sharing of information, ideas and perspectives relevant to Fishermans Bend with a commitment to:
  - a. drawing on the expertise of the community;
  - b. meaningful dialogue between Councillors and their constituents;
  - c. engaging with the community to maximise feedback to ensure open and inclusive decision making; and
  - d. using feedback from the community to inform Council decision making
2. Inform the community on key projects and initiatives being undertaken in Fishermans Bend either by Council or State agencies.
3. Update the community on statutory planning applications in Fishermans Bend to its most recent knowledge where the Minister is the Responsible Authority and where Council is the Responsible Authority.

The outcomes of Forum discussion:

- Will be considered by Council staff as feedback and will not be noted as formal recommendations; and
- Will be considered as representative of community views and will contribute to Council's input to the State Government review process on Fishermans Bend.

### 4. Forum structure

The Fishermans Bend Community Forum has been in operation for two years from May 2015 to May 2017. Council will maintain the Fishermans Bend Community Forum for a one year term until 30 June 2018. At the end of this term, Council will review the Community Forum and may choose to renew the Forum for another term.

Council appreciates that the Forum may evolve and adapt to remain functional and relevant.

### 5. Forum membership

The Fishermans Bend Community Forum will comprise an appropriate membership to facilitate its functioning and the achievement of its purposes. Composition of the Community Forum will include a minimum of one Port Phillip councillor (Chair), Council officers, and a representative from:

- Beacon Cove Neighbourhood Association
- Business representatives including but not limited to:
  - Creative industries
  - Light industrial
- City of Melbourne
- Fishermans Bend Network
- Fishermans Bend resident
- Inner South Community Health (SHIP)
- Landowners or development industry representatives
- Montague Community Alliance
- Older Persons Consultative Committee
- Port People Inc.
- School representatives:
  - When operational, the option to include the South Melbourne Primary School – Ferrars Street
- Sustainability Community Action Network (SCAN)
- unChain Inc.
- Planetshakers
- Port Places
- Architect or design professional
- Port Melbourne Historical and Preservation Society

Representatives from the Fishermans Bend Taskforce (or relevant State Government agency at the time), and other organisations or agencies may be invited to meetings as required for the purposes of providing information or updates on behalf of their organisations or agency. This includes updates from the City of Melbourne.

## **6. Opportunities for new members**

A replacement Community Forum member may be appointed by Council officers if a member:

- resigns from the Community Forum
- fails to attend three consecutive meetings without providing apologies to the Chairperson or Council officer coordinating the Community Forum
- is removed from the Community Forum by Council (after consultation with the Forum members) for not acting in accordance with the principles stated herein
- was appointed to represent an external organisation but no longer represents that external organisation.

During the life of the Fishermans Bend Community Forum Council officers may choose to increase the membership of the Forum to include representation from any groups / sectors not represented in the original membership.

## **OPERATIONAL MATTERS**

### **7. Meetings**

The Chairperson of the Community Forum will be appointed by Council. This may include a rotating Chair arrangement. Meetings will be scheduled in advance and desirably recorded in a reoccurring or annual forward meeting program to give each member the best possible opportunity to participate.

It is anticipated that the Community Forum will meet bi-monthly at a suitable and accessible venue.

Members who are unable to attend a Forum meeting may send a delegate on their behalf with the approval of the Chairperson or Council officer coordinating the Community Forum.

Meeting summaries will be distributed to Community Forum members within 10 working days after the meeting.

The general public will be invited to attend and observe the Fishermans Bend Community Forum session in a public gallery seating area. Any observers must register and provide details including: name, address, contact email, contact phone number, an indication of any group they may represent/their interest in Fishermans Bend and if they wish to be kept up to date on Fishermans Bend news. Questions from the general public can be taken through the Chair during a standing Question and Answer (Q & A) time on the agenda (or at the discretion of the Chair during the meeting).

### **8. Conduct principles**

Community Forum members are expected to:

- actively participate in Forum discussions and offer their opinions and views
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- attend each meeting where practical
- share information presented at Forum meetings with their networks
- avoid conflicts of interest and the releasing of confidential information

### **9. Forum operation**

Community Forum members will be briefed on the expectations of their roles and the role of the Forum, as well as any relevant policy or legislative framework impacting on the work.

The Fishermans Bend Community Forum is to operate at all times in accordance with its Terms of Reference. The Forum has no delegated powers and is an information sharing forum only.

Neither the Forum, nor its members, may speak on behalf of Council.

#### **10. Remuneration**

Membership to the Fishermans Bend Community Forum is voluntary, and no remuneration will be paid to Forum members.

#### **11. Declaration of interests**

If a member believes they have an interest in a matter before the Forum, then that member must declare their interest, but may still partake in any discussion on the matter. The declaration will be recorded in the notes from the meeting.

#### **12. Resourcing**

A Council officer/s will support the operation of the Forum. Other Council officers will attend the Forum meetings as required.

The nominated Council officer/s will prepare agenda papers for meetings (with the agreement of the Chairperson) and meeting summaries.

At all times, the nominated Council officer/s will remain under the direction of their General Manager.

#### **13. Timelines**

Agendas and supporting material will be circulated two working days prior to meetings to ensure a reasonable opportunity to read the meeting papers.

Meeting summaries will be forwarded to Community Forum members within 10 working days after the meeting.

#### **14. Feedback to Council**

The outcomes of Forum discussions will be considered by Council staff as feedback and will not be noted as formal recommendations.

A record of each meeting will be distributed to Councillors and Council's executive team. Council at their discretion may request a formal report from the Community Forum at the end of its term or updates at any time from Council officers.

#### **15. Communication**

Council officers are responsible for ensuring that Community Forum members are advised of:

- progress or outcomes of any feedback provided by the Community Forum
- dates of Council meetings considering matters relevant to the purpose of the Community Forum
- any Council report or Council decision relevant to the Community Forum's work
- Summaries of meeting discussion

Forum members are not authorised to make any media statements on behalf of Council or the Community Forum and its activities.

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