FORESHORE ADVISORY COMMITTEE

**TERMS OF REFERENCE – November 2021**

# NAME

The Committee shall be called the Foreshore Advisory Committee (hereinafter referred to as 'the Committee’)

# PURPOSE

Frankston City’s foreshore is renowned as the most pristine and accessible stretch of foreshore on Port Phillip. The purpose of the Committee is to involve the members, who are diverse representatives of Frankston City’s community, in the development of the Coastal and Marine Management Plan and its ongoing implementation. The Committee is an opportunity for these representatives to communicate their aspirations and concerns for the foreshore.

# FUNCTIONS

The Functions of the Foreshore Advisory Committee are

* 1. to assist the development of the Coastal and Marine Management Plan.
	2. to assist in the development of a long term action plan, that addresses the aspirations and needs of the community to define priorities and responsibilities for various actions
	3. to facilitate access to and use of the foreshore by the Frankston community
	4. to assist in the review of strategic planning and management policies guiding the management of the Keast Park, Seaford, Frankston and Frankston South Foreshore reserves;
	5. to make recommendations in respect to capital works projects for the Foreshore Reserves and the implementation and funding sources;
	6. to assist the improvements of effective controls and regulations dealing with the Foreshore Reserves;
	7. to identify methods of encouraging community interest and knowledge of the reserves and participation in the restoration and care of the reserves;
	8. to identify innovative funding mechanisms and sources to fund the ongoing maintenance and improvement of the reserves where opportunity arises;

Members of the Committee will not have decision making powers but will have the opportunity through the Committee process to present their views and opinions for consideration.

# MEMBERSHIP

1. The Advisory Committee shall comprise the following members:
	* Two (2) Councillors to be appointed by Frankston City Council;
	* Ten (10) community representatives to be appointed by Frankston City Council;
	* Primary Officer: Coastal Policy and Planning Officer (ex officio);
	* Secondary Officer: Urban Design Planning and Policy Officer (ex officio)
	* Invited representatives from:
		+ Bunurong Land Council Aboriginal Corporation
		+ Department Environment Land Water And Planning
		+ Parks Victoria,
		+ Melbourne Water

Ex-officio members and invited representatives shall not have voting rights and are not to move or second motions before the chair.

Other Council officers, stakeholders and/or government department representatives can be invited to attend, as required by the business being considered, or at the discretion of the Chief Executive Officer however, invited members shall not have voting rights and are not to move or second motions before the chair.

Meetings shall be chaired by a Councillor representative (Advisory Committee Chair) with the second Councillor fulfilling the role as Deputy Chair as agreed by Council.

# TERMS OF APPOINTMENT

* 1. All new community representatives will be appointed for a period of three years.
	2. Members of the Advisory Committee whose appointment has expired can re- nominate for a position on the Advisory Committee by submitting the Nomination Form. Upon consideration of this nomination and selection by Council, re-nominated members will be appointed for an additional period of two years.
	3. Members of the Advisory Committee will be selected by Council and will be chosen from those lodging an expression of interest form with Council.
	4. A member shall be deemed to have resigned if that member fails to attend two consecutive meetings of the Advisory Committee without an approved leave of absence. The Advisory Committee Chair may grant leave of absence for an extended period.
	5. Resignations shall be submitted in writing to the Council through the Chair.
	6. The Council, as necessary will arrange reappointments and new appointments.
	7. Additional temporary members may be co-opted by the Advisory Committee to provide special expertise on specific issues.

# COMMITTEE PROCEEDINGS

* 1. Meetings will be held at least every two months and will total no more than eleven meetings annually at the Civic Centre, Frankston, unless alternate locations are otherwise resolved by the Advisory Committee (including online alternatives).
	2. The Advisory Committee shall aim to operate on a consensus model of decision making. In the event of a vote occurring and that vote being tied, the Chair shall, in addition to a deliberate vote, have a second or casting vote.
	3. The Advisory Committee has no power to make decisions or take action or expend funds on behalf of Council, unless such action has been authorised by Council. Deliberations and/or recommendations of the Advisory Committee shall be reported to the Council for consideration on a regular basis.
	4. A quorum comprises 60% of the Advisory Committee membership excluding ex officio members
	5. Agendas will be approved by the chair and forwarded prior to a meeting
	6. Agendas and minutes will be recorded and held in Council’s records management system
	7. Conflicts of interest will be recorded in the minutes at the commencement of the meeting
	8. The Advisory Committee may establish working groups or sub-committees for a specified purpose. Relevant key stakeholders will be consulted with when establishing such a working group. Non-members may be co-opted to a working group or sub-committee. A member of the Advisory Committee shall chair such working groups and sub-committees. The Advisory Committee shall develop a statement of the role, responsibility and task to be achieved by the group and the reporting procedures to be followed.
	9. Council officers acting in an ex-officio capacity shall not be expected to attend sub- committee and working group meetings unless otherwise approved by the appropriate Manager.
	10. Where other council officers are requested to attend the Advisory Committee or a working group or sub-committee, the approval of the appropriate Director or Department Manager shall first be obtained.
	11. The meeting held in July or August each year will consider the implementation of the Coastal and Marine Management Plan and a report will be presented to Council on this review.

# ADMINISTRATIVE

* 1. Council will provide secretarial services for the Advisory Committee. Secretarial services will not be provided for working groups or sub-committees unless otherwise approved by the appropriate Director.
	2. Council will provide an agenda and pre-reading material two to three days before the meeting
	3. Meetings times will accommodate the availability of the Committee members and ensure at least one third of the members can be present, when identifying meeting times
	4. A review of the Terms of Reference will be undertaken in year three of operation of the Advisory Committee

# ROLE OF MEMBERS

* 1. Members shall be at liberty to discuss with appropriate organisations or individuals the general issues and principles related to the business of the Advisory Committee prior to the meeting. Members are expected to exercise discretion to ensure that disclosure of information does not prejudice the deliberation of the Advisory Committee or Council.
	2. Members are required to maintain an appropriate standard of confidentiality. Notes, records and other documents of the meeting remain the property of Council. Disclosures of confidential information by a Committee member will be treated as a breach of the Foreshore Advisory Committee Code of Conduct, in accordance with the process set out therein.
	3. Members have a responsibility to declare any conflict or potential conflict between their private or professional interests and their duties as members of the Advisory Committee. The meeting shall then determine if/how the member may participate in deliberations.
	4. Members must not make any public comment or statement that would lead anyone to believe that they are representing Council, or expressing its views or policies. This includes comments or statements made to the media.
	5. Members are to ensure they observe and follow the principles, outlined in the Foreshore Advisory Committee Code of Conduct.
1. **ROLE OF CHAIR**
	1. The Chair or Deputy Chair shall chair all meetings of the Advisory Committee.
	2. The Chair is responsible for ensuring that the Advisory Committee operates in an effective manner within these guidelines and as outlined in the Foreshore Advisory Committee Code of Conduct.