

Terms of Reference Coastal Advisory Groups

October 2023



Terms of Reference – Coastal Advisory Groups

Introduction

With 192 kilometres of coastline along Port Phillip and Western Port, Mornington Peninsula Shire has a strong interest and long-standing commitment to being leaders in coastal planning and management.

The Mornington Peninsula Shire directly manages 64 kilometres of the 192 kilometres of coastline on the Peninsula (Council is the appointed Committee of Management pursuant to the *Crown Land (Reserves) Act 1978* or the freehold landowner), including:

- Bittern Foreshore: Warringine Park and Jacks Beach
- Flinders Foreshore: Western Port
- Hastings Foreshore: Southern Foreshore and Fred Smith Reserve
- Mornington Foreshore: Fishermans, Mills, Scout, Shire Hall Beaches
- Mount Eliza Foreshore: Canadian Bay, Daveys Bay, Earimil North and South, Moondah, Ranelagh, Sunnyside Beaches
- Mount Martha Foreshore: Mount Martha North and South Beaches
- Portsea Foreshore: Portsea Front, Fishermans and Shelley Beaches
- Rosebud Foreshore: McCrae/Rosebud Beaches
- Rye Foreshore: Rye Front Beach
- Safety Beach Foreshore: Safety Beach
- Somers Foreshore: South Beach
- Somerville Foreshore: Western Port Coastal Reserve
- Sorrento Foreshore: Sorrento Front Beach

The Mornington Peninsula Shire recognises that the coastal and marine foreshore areas within the Shire are important cultural, environmental, social and economic assets for the community. Much of the Mornington Peninsula is vulnerable to the effects of climate change, requiring adaptation planning to create resilient coastlines and communities.

Strategic planning and management of the Shire's coastal reserves and foreshores is conducted in accordance with current State policy, including the *Marine and Coastal Act 2018* and associated guidelines. In fulfilling its delegated responsibilities, Council seeks to encourage community participation and has established Coastal Advisory Groups to act as a key point of contact with the community.

The Mornington Peninsula Shire Council is committed to community based Coastal Advisory Groups. Council has established five Coastal Advisory Groups across the Mornington Peninsula as follows:

- Northern Port Phillip: Mount Eliza, Mornington, Mount Martha
- Central Port Phillip: Safety Beach, Rosebud, McCrae
- Southern Port Phillip: Rye, Sorrento, Portsea
- Northern Western Port: Bittern, Hastings, Somerville
- Southern Western Port: Somers, Flinders

1.0 Purpose

- 1.1 The purpose of the Coastal Advisory Groups is to provide Council with advice during development of coastal strategic planning documents (e.g. Coastal Adaptation Plans, Coastal and Marine Management Plans and Masterplans) and implementation of associated actions.

Terms of Reference Coastal Advisory Groups

October 2023



- 1.2 The groups will also provide valuable insights from their respective communities and help to communicate information about Council coastal projects to the broader community.

2.0 Functions

- 2.1 The functions of the advisory groups are:

- to advise the Shire in its strategic management of coastal land including the development, planning, management, protection and enhancement of the Shire's coastlines;
- to share valuable local knowledge and history;
- to participate in the development and implementation of strategic projects along the coast. This includes but is not limited to the preparation, consultation and implementation of Coastal and Marine Management Plans, Coastal Adaptation Plans and Masterplans;
- to act as a key link to the local community and connection to the wider community and relevant stakeholder groups on coastal matters related to the coastal area for which they are appointed;
- to advise on, or provide input to, the preparation of grant submissions or award nominations where relevant;
- to make recommendations for future works and projects to be taken into consideration through Council's annual budget process.

- 2.2 Reporting maintenance items is not a function of the Advisory Groups. Maintenance items are to be reported to the Shire via:

Phone: 1300 850 600

Email: customerservice@mornpen.vic.gov.au

Online: <https://www.mornpen.vic.gov.au/Contact-Us/Report-a-problem>

3.0 Membership

- 3.1 An Advisory Group shall comprise between five (5) and nine (9) community representatives.

- 3.2 Members from all townships within each geographical area will be encouraged.

4.0 Terms of Appointment

- 4.1 Members of Advisory Groups will be selected via an Expression of Interest process.

- 4.2 All representatives will be appointed for a period of three (3) years.

- 4.3 A member shall be deemed to have resigned if that member fails to attend three (3) consecutive meetings of the Advisory Group.

- 4.4 Resignations shall be submitted in writing to the Coastal Planner.

- 4.5 Officers, as necessary will arrange member reappointments and new member appointments. Officers will advise Council of changes to membership within each Term, including new appointments, as required.

5.0 Roles

- 5.1 Advisory Group members must fill the positions of Chairperson, Deputy Chairperson and Secretary annually.

Terms of Reference Coastal Advisory Groups

October 2023



- 5.2 The Chairperson or Deputy Chairperson shall chair all meetings of the Advisory Group.
- 5.3 The Chairperson, in consultation with the Coastal Planner, will prepare meeting agendas.
- 5.4 The Chairperson is the key point of contact between the Advisory Group and the Coastal Planner.
- 5.5 The Secretary will record minutes at each formal meeting of the Advisory Group.
- 5.6 Councillors may attend Advisory Group meetings with observer status.
- 5.7 Other Council officers or coastal land managers can be invited to attend, as required by the business being considered.
- 5.8 Neighbouring Committees of Management will be invited to participate with Coastal Advisory Groups.
- 5.9 Each Advisory Group is to prepare a report to present at the annual forum (Item 6.3).

6.0 Meeting frequency

- 6.1 Shire representatives (Coastal Planner) will attend a minimum of three Advisory Group meetings per year.
- 6.2 The Advisory Group can arrange additional member only meetings.
- 6.3 The Shire will host an annual Advisory Group forum attended by members, Officers, Councillors and other government coastal stakeholders (as appropriate).

7.0 Decision making

- 7.1 The Advisory Groups have no delegated decision-making power from Council.
- 7.2 A quorum comprises half of the Advisory Group plus one in attendance.
- 7.3 To pass a decision, more than 50% of attending members must be in favour.

8.0 Meeting Minutes

- 8.1 Minutes from official meetings will be shared on the Shire's website.

9.0 Media and communications

- 9.1 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.

10.0 Conduct and core values

- 10.1 Members are required to behave in a manner that respects the interests and viewpoints of the other members, Councillors and Council officers. Conduct and Core Values (Excellence, Courage, Integrity, Openness and Respect) or the most relevant/up to date version of this document. A copy of the Code of Conduct will be made available to each member.

Terms of Reference Coastal Advisory Groups

October 2023



10.2 Members will respect and consider the interests and views of others.

10.3 Members will aim to provide advice to Council which is representative of the broader community

11.0 Conflict of interest

11.1 Members will declare any perceived, potential or actual conflicts of interest at the commencement of each meeting.

12.0 Review period

12.1 The Terms of Reference and membership of the CAGs will be reviewed for effectiveness within three years of adoption and revised if required.