

# COUNCIL POLICY

Name **TERMS OF REFERENCE AND CHARTER FOR  
MALLACOOTA OCEAN ACCESS BOAT RAMP  
COMMUNITY ADVISORY COMMITTEE**

Department Development

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Responsible Position Director Development

Policy Approved **Council Meeting XX August 2009**

Next Revision Due **TBD**

Supporting Internal

Operating Procedure Nil.

## REVISIONS

Document	Date	Description	Authorised By	Approved
Original		Council Report		Council

## **OBJECTIVES OF THIS DOCUMENT**

This document sets out the Terms of Reference for the Mallacoota Ocean Access Boat Ramp Community Advisory Committee (MOABRCAC).

## **BACKGROUND**

Council has determined to establish a community based committee to provide advice to Council as it proceeds through the detailed design process for the Mallacoota Ocean Access Boat Ramp and any associated facilities.

Council has determined to proceed with the design of the boat ramp and associated facilities generally in accordance with Option 3B as set out in the Bastion Point Ocean Access Boat Ramp Environment Effects Statement (EES) prepared by Council.

The Mallacoota Ocean Access Boat Ramp Community Advisory Committee Terms of Reference establishes the guiding principles on how MOABRCAC will operate its structure, objectives and reporting protocols.

## **TERMS OF REFERENCE STATEMENT**

### **(1) Formation**

- a) Council will oversee the establishment of MOABRCAC.
- b) MOABRCAC will be a Council Advisory Committee.

### **(2) Membership**

- a) MOABRCAC will comprise no more than four (4) community members and the appointed Committee Chairperson.
- b) Membership of the Committee must provide for equal representation from those community members in support and opposed to the development of the Ocean Access Boat Ramp.
- c) Nominations for the appointment of one community representative to the Committee will be sought from the current membership of the following groups, as representatives of the nominated groups:
  - Mallacoota Ocean Access Committee Inc.;
  - Friends of Mallacoota Inc.;
  - Save Bastion Point Mallacoota; and
  - Mallacoota and District Business and Tourism Association Inc.
- d) Members of the Committee will be appointed for the duration of completion and approval of the design of the boat ramp and associated facilities, which is expected to be concluded in a period of approximately ten (10) months.

- e) The meeting will be chaired by the Director Development.
- f) Members of MOABRCAC, when engaged on or attending to Committee duties, shall at all relevant times be covered by Council's insurance.

### **(3) Meetings**

- 1. MOABRCAC will be requested to provide comment in respect to specified elements of the boat ramp design (detailed in Section 4 below) in accordance with the following specific milestones to facilitate coordination of the project outcomes between the various Government Agencies, MOABRCAC, Council and the appointed consultants:
  - i. Pre-tender
  - ii. Concept Design Phase
  - iii. Draft Detailed Design
  - iv. Completion of Detailed Design
- 2. The Director Development shall ensure that all necessary secretarial and administrative support is provided to MOABRCAC.
- 3. A quorum will exist if at least three (3) members of MOABRCAC are present.
- g) Council Officers or their representatives, other than the chair, are to attend MOABRCAC meetings in an advisory capacity only and are not members of MOABRCAC.

### **(4) Terms of Reference and Duties**

MOABRCAC will:

- a. provide advice to Council in respect to the following design elements as part of the design of the boat ramp and associated facilities generally in accordance with Option 3B as detailed in the Environment Effects Statement:
  - visual amenity and impact of the Option 3B boat ramp, breakwater, access road and car park and comment may relate to those matters that do not compromise technical design and safety standards for the boat ramp associated facilities and infrastructure;
  - preparation of an Environmental Management Plan to be implemented during the construction phase of the project;
  - vegetation and habitat regeneration associated with the car park and access road; and
  - user requirements and functionality not otherwise required to meet safety or operational standards.

- b. provide comment and advice to Council in respect to the preparation of an updated economic analysis for the project in the context of the detailed design, cost estimates and operational costs established as part of the design process.
- c. act as a consultative mechanism for Council in the community in relation to those matters about which the Committee can provide advice to Council;
- d. advice provided by MOABRCAC will be considered by Council in the context of the requirements of:
  - The Department of Sustainability and Environment, Marine Safety Victoria, and Gippsland Ports;
  - The specific requirements of Aboriginal Affairs Victoria through the development and approval of a Cultural Heritage Management Plan;
  - Technical, engineering and other advice provided by consultants engaged to undertake the design process; and
  - Information already available to Council through the Environment Effects Statement process.

**(5) Conduct of MOABRCAC**

It is expected that MOABRCAC will at all times:

- i. achieve considered and informed judgement by an open and respectful sharing of opinion;
- ii. ensure that matters are considered fairly and consistently;
- iii. provide advice based on the best available information;
- iv. keep confidential all matters and documents declared to be confidential;
- v. respect each other and the right of another to be heard (whatever the views of that person); and
- vi. ensure that views expressed represent their views of the organisation/group that they represent, rather than their views as an individual.