



**Borough of Queenscliffe
Point Lonsdale Lighthouse Reserve Reference Group
Terms of Reference**

1. Introduction

The Point Lonsdale Lighthouse Reserve Reference Group has been established to provide information and feedback to assist Council's decision making regarding the detailed design of improvements to the Point Lonsdale Lighthouse Reserve.

2. Background

The following key milestones are particularly pertinent to the current status of the Point Lonsdale Lighthouse Reserve.

- The State Government appointed BoQ Council as CoM for PLLR in November 2012;
- In 2013, Council secured State Government funding then commissioned independent consultants (Planisphere) to prepare conceptual Master Plan options for the future of PLLR. These options were subject to extensive community consultation and Council also sort the views of a Reference Group.
- Council formally resolved to adopt Option 2 (Landscape Improvements) at its 29 April 2015 Ordinary Meeting and formally requested Council officers to seek Federal and or State Government funding to progress the implementation of this option.
- Despite a high level of advocacy, Council endeavours to secure Government grants do not eventuate. As a result, Council determined to break the project into two stages.
- Council's advocacy leading up to the July 2016 Federal election resulted in a Coalition commitment to fund Conservation Volunteers Australia (CVA) to conduct a 'Green Army' program as part of the improvements to the PLLR. In late January 2017, CVA advised Council that they are intending to implement the 'Green Army' program in the second half of 2017.
- After protracted negotiations, in November 2016, Council finalised its State Government grant submission seeking funds to implement stage 1 of the PLLR Improvement Project. Funding for this stage includes \$500K from the State Government, the contribution to the 'Green Army' program from the Federal Government and \$100K from the BoQ Council.
- Council is eagerly awaiting the outcome of its State Government submission. A formal response to the submission is anticipated in March or April 2017;

- If successful, the elements in each stage of the PLLR Improvement Project are as follows:

Stage 1

- *Landscape management and revegetation – removal of invasive species, mulching and regeneration with indigenous planting;*
- *Removal of old dilapidated buildings (ToCH buildings);*
- *New and improved paths through the site and connecting to adjacent areas;*
- *Construction of ship viewing platform with live shipping data;*
- *Improved BBQ facilities and interpretative signage.*

Stage 2

- *Reconfiguration and upgrade of carpark and entrance to reserve;*
- *Upgrade public toilet;*
- *Upgrade of historic ‘Engine Shed’;*
- *New kiosk (exact location to be determined).*

3. Purpose and Objectives

3.1 The primary purpose of the Reference Group is to provide information and feedback to assist Council in its decision making regarding the final detailed design of the staged improvements to the Point Lonsdale Lighthouse Reserve.

3.2 The objectives of the Committee are to:

- Assist the production of a detailed design of the Point Lonsdale Lighthouse Reserve (based on Option 2 Master Plan endorsed by Council);
- Provide information and feedback on detailed design options proposed by Council’s project staff;
- Provide an avenue for the views of community members and provide a conduit to present this information to the Reference Group;

4. Roles and Functions

4.1. Maintain open, productive and respectful communication with all Reference Group members, Councillors and Council officers;

4.2. Ensure that information and feedback is provided in the best interests of the local community;

4.3. Provide information and feedback to inform the production of a detailed design plan for the Point Lonsdale Lighthouse Reserve;

4.4. Identify and provide feedback on opportunities for revenue activities that will enable Council to meet the costs associated with maintaining the improvements to the Reserve;

4. Legal Status

Meetings of the Reference Group are defined as ‘an Assembly’ of Council as described in the *Local Government Act*. The Act requires that key meeting details, agenda items and any

conflict of interest be recorded and included in the subsequent formal Council Meeting. Decisions of the Reference Group have no legal standing unless they are adopted by Council at a formal Council meeting.

5. Membership

- 5.1.** The Reference Group membership will consist of:
- Up to ten community and or skills based members appointed by Council;
 - Two Councillors of the Borough of Queenscliffe (those Councillors holding the Community Wellbeing & Amenity and Planning, Heritage, Arts & Culture portfolios);
- 5.2.** Relevant Council officer/s, appointed by Council's Chief Executive Officer, will act as secretariat and provide information to assist the Reference Group;
- 5.3.** Presentations by specialist design consultants may occur through the process.

6. Recruitment and appointment of External Members

- 6.1.** Appointment of community members shall be made by Council following a publicly advertised expression of interest process;
- 6.2.** Reference Group members will be appointed for a fixed term nominated period to assist Council to finalise the detailed design of the Point Lonsdale Lighthouse Reserve. This will enable Council to appoint contractors to undertake improvements to the Reserve;
- 6.3.** Council's Chief Executive Officer will administer a recruitment and selection process. Recommendation for appointment will be made by a selection panel comprising the Councillor representatives delegated to the Community Wellbeing & Amenity Portfolio and the Planning, Heritage and Arts & Culture Portfolio as well as the Chief Executive Officer (or his/her delegate). Final appointments to the Reference Group will be made by formal resolution of Council;
- 6.4.** Council has the authority to appoint and remove members of the Reference Group at a formal Council meeting.

7. Eligibility and Selection Criteria

- 7.1** Each external Reference Group members must meet one of the following eligibility criteria:
- Resident in the Borough of Queenscliffe or postcode 3225,
 - Ratepayer in the Borough of Queenscliffe or postcode 3225,
 - Business owner/operator in the Borough of Queenscliffe or postcode 3225.
- 7.2** Each external Reference Group application will be assessed against the following selection criteria:
- Demonstrated availability to attend Reference Group meetings, actively participate and contribute to the work of the Reference Group in a productive, constructive and respectful manner;
 - Demonstrated interest in the future use of the Point Lonsdale Lighthouse Reserve;
 - Relevant skills and/or experience in contributing to improving the significance, use and amenity of public open space. This may extend to include skills and/or experience in one or more of the following areas:

- Landscape design;
- Environmental management, particularly in coastal areas;
- Heritage management;
- Leisure and tourism management;
- Community liaison/engagement;
- Strategic planning.

7.3 When assessing applications for Reference Group membership, Council will also give due consideration to applications received on behalf of community organisations..

8. Chairperson

The Community Wellbeing & Amenity Portfolio Councillor will be the Chairperson of all meetings of the Reference Group. The Planning, Heritage, Arts & Culture Portfolio Councillor will be the Deputy Chair and chair meetings as necessary. The Mayor will nominate other Councillors to attend Reference Group Meetings if selected portfolio councillors are unable to attend.

9. Meetings

- 9.1 The Reference Group will meet to provide information and feedback to assist Council to finalise the detailed design for the Point Lonsdale Lighthouse Reserve stage 1 project;
- 9.2 Reference Group members are expected to be fully prepared and attend each meeting, in person;
- 9.3 Council officers will provide administrative support to the Reference Group meetings including distribution of agendas and background documents, as appropriate;
- 9.4 The meetings of the Reference Group are closed to the general public unless determined by the Mayor.

Approved by Borough of Queenscliffe Council

Date: 23 February 2017

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