

## **Terms of Reference**

### **Collingwood Beach Dune Vegetation Reference Group**

#### **Objective**

To develop a set of recommendations that will guide the restoration and future management of the dune vegetation system at Collingwood Beach which considers community interests and concerns.

#### **Area of Operation**

Collingwood Beach, Vincentia - from Susan Street to Illfracombe Avenue.

#### **Role of the Reference Group**

- Take into account relevant Federal, State and Local Government legislative instruments, policies and planning documents.
- Consider advice provided by relevant experts.
- Undertake further reading regarding legislative limitations and the information provided by experts, to ensure informed discussion.
- Members will facilitate information flow back to the groups they represent.
- Make recommendations regarding the management and restoration of dune vegetation at Collingwood Beach for Council consideration.

#### **Membership**

- The Reference Group includes seven community representatives, two staff members, one Councillor.

#### **Meetings**

- There will be a minimum of four meetings of the reference group. Additional meetings will be held if required.
- A program outlining the agenda for each meeting will be provided by the Environmental Services Manager.
- At the first meeting the Terms of Reference will be discussed, the agenda for the next meetings will be reviewed and dates for the following meetings will be confirmed.
- The Reference Group will be facilitated by Council's Environmental Services Manager and chaired by Cllr Baptist.

#### **Minutes**

The proceedings of each meeting will be documented by a member of staff (who is not a member of the Reference Group) and sent to members of the group after each meeting. These will be maintained as a Council record.