

## **Werribee South Green Wedge Steering Committee**

### **TERMS OF REFERENCE**

**June 2021**

#### **1. SUMMARY**

The Werribee South Green Wedge Steering Committee (WSGWSC) has been established to provide a forum for the provision of advice and information exchange between Wyndham City, key stakeholders and the community on land use planning issues in the Werribee South Green Wedge Area. This is within the context and framework of the adopted vision and objectives of the Werribee South Green Wedge Policy and Management Plan, related clauses and ordinance of the Wyndham Planning Scheme, and relevant Directions of the Metropolitan Planning Strategy - Plan Melbourne 2017-2050 (See Appendix 1 for map of the geographic area of the Werribee South Green Wedge and links to key policy documents).

#### **2. ROLE AND PURPOSE OF THE COMMITTEE**

##### **2.1 The role and scope of the Committee is to:**

- 2.1.1 Oversee and provide input into the implementation of the Werribee South Green Wedge Policy and Management Plan
- 2.1.2 Provide feedback and an avenue for consultation to assist with scheduled reviews of the Werribee South Green Wedge Management Plan
- 2.1.3 Provide feedback on land use planning issues in the Werribee South Green Wedge
- 2.1.4 Enable precinct stakeholders to report on the progress of strategic planning initiatives and projects that contribute to the objectives and outcomes of the Werribee South Green Wedge Policy and Management Plan

#### **3. TERMS OF REFERENCE**

##### **3.1 Term of the Committee**

- 3.1.1 The Committee will meet quarterly for the duration of the current Council term with a review of the Committee to occur before meeting in any subsequent Council term.
- 3.1.2 The Committee will conduct a review of its effectiveness prior to the conclusion of the initial term and, where appropriate, make recommendations to Council regarding a revised Terms of Reference.

##### **3.2 Composition and Membership of the Committee**

- 3.2.1 Membership of the Committee will be comprised of community members, Councillors, council staff and representatives of authorities, agencies and enterprises.
- 3.2.2 Membership of the Committee will be renewed at the commencement of each Council term and positions on the committee are for the duration of the Council term.

- 3.2.3 A Councillor will be appointed Chairperson of the Committee by Council prior to the first meeting of the Committee for the period of the new Council term.
- 3.2.4 The term of the Chairperson will be for the duration of the Council term. In the event of exceptional circumstances preventing the appointed Chairperson from completing the duration of the Council term, a new Chairperson will be appointed by Council at the next available opportunity, with their appointment reviewed at the start of the subsequent Council term.
- 3.2.5 Council staff will support the committee, and relevant Council staff will attend each meeting.
- 3.2.6 If a member wishes to resign their appointment, they must provide the relevant Council director (Director City Design and Liveability) with a written resignation. The resignation takes effect on the day it is received by the director, or if a later day is specified in the resignation, on that later day.
- 3.2.7 Council staff will ensure that the Committee's Chairperson is promptly informed of all resignations.
- 3.2.8 The relevant Council director, together with the Chairperson, may also end a member's appointment term early if the member fails to disclose a conflict of interest or adhere to the conditions in this Terms of Reference or the participation and confidentiality agreement.
- 3.2.9 If a community member is elected into office as a Wyndham City Councillor during their term on the Committee, he or she will be deemed to have resigned from the Committee.

### **3.3 Appointment of Committee Members**

#### **MEMBERSHIP SELECTION CRITERIA**

3.3.1 Selection is based on the demonstration of the following attributes and skill sets:

- Live, work, study or volunteer in the Werribee South Green Wedge area and Point Cook South area (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 1 – Area of the Werribee South Green Wedge and Figure 4 – Point Cook South area) and be aged 16 or over;
- Interest in advancing the goals in the Werribee South Green Wedge;
- Demonstrated leadership and relationship-building skills;
- Strong community linkages with the ability to engage a broad range of community members and views;
- Willingness to constructively participate in an advisory capacity to Council; and
- Formal acceptance and signing of the Terms of Reference and Confidentiality Agreement

3.3.2 Membership of the committee for general community positions listed under clause 3.3.11.3 is as an individual, and not as a representative of any group or organisation.

3.3.3 Community members cannot be currently serving as Wyndham City Councillors.

- 3.3.4 Membership of the Committee is based on the area of the Werribee South Green Wedge, its defined precincts and Council Ward Boundaries and is further defined in 3.3.5.
- 3.3.5 The area of the Werribee South Green Wedge is predominantly inside Iramoo Ward, with the Point Cook Coastline and Urban Growth Boundary interface partially extending into Harrison Ward (See appendix Figures. 1, 2 and 3). The Point Cook South area (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 4 – Point Cook South area) defines the interface area for the selection criteria.

### **Membership**

- 3.3.6 Membership of the Committee is proposed to comprise the following representation:

#### **Wyndham City Members**

- 3.3.7 Council representatives will be appointed in accordance with the methodology below (3.3.11).
- **Iramoo Ward Councillors (3 representatives)** (All Ward Councillors: Cr Heather Marcus, Cr Peter Maynard, Cr Mia Shaw)
  - **Harrison Ward Councillors (1 representative)** (To be nominated and appointed – Mayor Cr Adele Hegdich, Cr Susan McIntyre, Cr Jasmine Hill, Cr Sahana Ramesh)
  - **Urban Futures Department** – Manager Urban Futures (Aaron Chiles), Coordinator Strategic Planning (Elio Comello), Senior Strategic Planner (Emil Dickson)

(Note: Other Council officers may also attend to represent specific departments as required)

#### **Werribee Green Wedge Precinct Members:**

- 3.3.8 Nominations for representation on the Committee will be sought in accordance with the methodology outlined below (3.3.11).
- 3.3.9 Nominations for representatives will be sought from the following precincts / stakeholder groups:
- **Werribee South Township Precinct** (Ratepayers of Werribee South & a Werribee South Resident)
  - **Marina Precinct** (Wyndham Harbour)
  - **Parks, Coast Waterways & Wetlands Precinct** (Parks Victoria)
  - **RAAF Point Cook Airbase & Green Wedge Buffer** (Department of Defence)
  - **Intensive Agricultural Precinct** (Farmer/Rural Resident representatives)
  - **Southern Rural Water**
  - **Western Treatment Plant Precinct** (Melbourne Water)
  - **Tourism Precinct** (Werribee Zoo & Werribee Mansion)
  - **Southern Point Cook Interface with Urban Growth Boundary and Werribee South Green Wedge** (Point Cook Community Representative)

## Method of appointing representatives

### Proposed Method from 2021

3.3.10 The Committee needs to ensure that at least one representative of each precinct of the Werribee South Green Wedge is a member of the Committee, where possible.

3.3.11 Membership of the Committee will comprise the following representation sought through the following process:

#### **3.3.11.1 Wyndham City Council (by appointment):**

- Councillors – Iramoo Ward Councillors (x3) and Harrison Ward Councillor (x1)
- The Harrison Ward Councillor will be appointed by the Council prior to the first meeting of the Committee for the period of the new Council term. Should the nominated Harrison Ward Councillor not be able to attend a meeting of the Committee, the nominated Councillor may nominate another Harrison Ward Councillor to attend the meeting as a proxy representative. (Note: Harrison Ward Councillor appointed by Council: Cr Jasmine Hill / Alternative Representative: Cr Susan McIntyre)
- A Councillor will be appointed Chairperson of the Committee by Council prior to the first meeting of the Committee for the period of the new Council term. (Note: Chairperson appointed by Council: Cr Heather Marcus)
- Council staff – Urban Futures Department (x3) and additional staff as required

#### **3.3.11.2 Stakeholders (by nomination):**

An invitation for nominations from the following government and private stakeholders will be sought:

- Ratepayers of Werribee South
- Southern Rural Water (Agricultural Water Supply)
- Melbourne Water (Western Treatment Plant)
- Parks Victoria (Coastal Parks and Werribee Mansion Precinct)
- Wyndham Harbour (Marina Precinct)
- Australian Department of Defence – RAAF Point Cook Airbase
- Werribee Open Range Zoo (Zoos Victoria)

A single representative from each stakeholder group may attend each meeting. Government and private stakeholder organisations may nominate a proxy representative as required.

#### **3.3.11.3 General Community (by application/expression of interest):**

An expression of interest from the general community for the following positions will be sought:

- Werribee South Farmers (4 vacancies)
- Werribee South Township (Resident) (1 vacancy)
- Werribee South (Business – non-farming) (1 vacancy)

- Wyndham Harbour (Resident) (1 vacancy)
- Point Cook South Resident (1 vacancy) (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 4 – Point Cook South area)

As provided in clause 3.3.2 above, membership of the committee for general community positions listed under clause 3.3.11.3 is as an individual, and not as a representative of any group or organisation. No proxy representatives are permitted for general community positions.

- 3.3.12 Full term General Community members are to be appointed through a competitive selection process. Expressions of interest will be invited from all Wyndham residents and organisations in the Werribee South Green Wedge area and Point Cook South area (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 1 – Area of the Werribee South Green Wedge and Figure 4 – Point Cook South area), through a public notice in the local papers, and Council website. Outgoing members may apply for a new term.
- 3.3.13 Candidates to fill a mid-term vacancy are to be identified through a process of nomination by the Committee or Council. The membership term of a person appointed to a mid-term vacancy is the remainder of the term of that position.
- 3.3.14 A selection panel, consisting of the Chairperson, Manager Urban Futures and Council Governance Officer will consider all applications and recommend membership appointments to Council. Membership appointments to the Committee must be approved by Council resolution.
- 3.3.15 Community members will be chosen on the basis of the Membership Selection Criteria and Committee Culture and Behaviour Expectations outlined in this Terms of Reference.

### **3.4 Casual Vacancies**

- 3.4.1 Casual vacancies on the Committee may be filled by inviting people to complete a targeted Expression of Interest process, subject to the criteria in this Terms of Reference.
- 3.4.2 A person filling the casual vacancy shall only be a member for the remaining term of the committee.
- 3.4.3 If the vacancy occurs within six months before the end of the current Council term, the position may be left vacant for the remainder of the term.
- 3.4.4 Community members will be appointed by Council following the completion of a formal Expression of Interest process.
- 3.4.5 In determining membership of the Committee, Council seeks representatives from a broad cross-section of the Werribee South Green Wedge community.

### **3.5 Attendance by non-members**

**3.5.1** Attendance by non-members at particular meetings may be helpful to the Committee to provide additional expert knowledge, comparable experience or strengthening links and understanding of interests not fully represented on the committee. The Chairperson, following consultation with the Committee, may invite representatives of agencies and other persons who are not formal members of the Committee to provide relevant information and assist in discussions, including but not limited to:

- Expert consultants
- Government Agency and Water Authority representatives
- Other members of the community

### **3.6 The role of stakeholder and community members is to:**

- 3.6.1 Commit themselves to the Terms of Reference of the Committee.
- 3.6.2 Attend meetings of the Committee personally and attend as many meetings as possible.
- 3.6.3 A community member who is absent from two (2) consecutive meetings, without forwarding an apology, will be deemed to have resigned from the Committee.
- 3.6.4 Abide by best practice in the conduct of Committees by declaring any real or perceived personal conflicts of interest as soon as such becomes known.
- 3.6.5 Actively contribute by participating in discussions and offer opinions and knowledge.
- 3.6.6 Treat others with respect and have due regard to the opinions, rights and responsibilities of others.
- 3.6.7 Maintain the confidentiality of all information provided unless otherwise advised.
- 3.6.8 Act in a voluntary capacity.
- 3.6.9 A “representative” of an organisation is expected to be able to represent the views and ideas of that organisation while participating in the Committee as an individual with their own views, ideas and experience to be contributed for the benefit of the Committee.

### **3.7 Committee Culture and Behaviour expectations**

3.7.1 It is expected that all members of the Committee and guests are to behave professionally and respectfully.

3.7.2 Commitment of Committee Members

Members of the Committee agree to and will:

- Attend committee meetings and actively participate in discussions with a focus on seeking solutions and building on community strengths;

- Respect and value the different contributions made by other Committee members and other attendees at meetings;
- Confrontational or aggressive behaviour, inappropriate language, intimidation and bullying will not be tolerated.
- Contribute to and support collaborative, consensus-based decision making;
- Positively promote the work of the Committee and Werribee South Green Wedge Policy and Management Plan achievements;
- Participate in good faith and demonstrate independent thinking; and
- Matters that are raised in Committee discussions and deliberations confidentially must remain confidential.

3.7.3 An individual's tenure on the Committee may be reviewed if these expectations are not met, and ultimately revoked if breaches are not addressed.

### **3.8 Extent of Authority of the Committee**

- 3.8.1 The Committee is an Advisory Committee for the purposes of the Local Government Act, therefore does not have delegated authority, and reports to Council as required. It has no power to commit Council to any decision or action, or to direct Council staff in their duties. It may make recommendations for Council consideration, however, Council reserves its right to accept or reject recommendations from the Committee.
- 3.8.2 The Committee has no financial delegation authority.
- 3.8.3 The work and deliberations of the Committee do not include consideration of Council services and/or operations, maintenance issues, mud on roads, or non-green wedge planning related issues. These should be addressed directly with the appropriate Wyndham City Council department via Customer Service Requests.
- 3.8.4 The Mayor and the Director City Design and Liveability are the designated media spokespeople for Council in accordance with Council's Media Policy.
- 3.8.5 Committee members may speak to the media about their own views but must not purport to represent Council or the Committee.

### **3.9 Conflict of Interest and Confidentiality**

- 3.9.1 If a Committee member determines that they have a Conflict of Interest in any matter which is to be considered at a meeting of the Committee then that person must:
  - If he or she intends to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or
  - If he or she does not intend to be present at the meeting, disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.
  - While any discussion is taken on the subject matter the member must:
    - Leave the room and notify the Chairperson that he or she is doing so; and
    - Remain outside the room and any gallery or other area in view or hearing of the room.

- 3.9.2 The Chairperson of the Committee must record the declaration and the nature of the interest in the minutes of the meeting.

### **3.10 Timing, Place and Regularity of Meetings**

- 3.10.1 Meetings are normally held quarterly on the first Wednesday of the month, from 4:00pm until 5:30pm (90 mins).
- 3.10.2 Meetings will run for a maximum of 105 minutes (1 hour and 45minutes).
- 3.10.3 Notice and agenda of each meeting including the Minutes and an Action Sheet of the previous meeting will be circulated in advance.
- 3.10.4 The default location of the meetings is at Wyndham City Civic Centre, 45 Princes Highway, Werribee. The Committee also has the capacity to hold meetings online via Microsoft Teams in circumstances where meeting in person is not possible. This contingency can be activated at the discretion of the responsible Council officers.

### **3.11 Meeting Agenda**

- 3.11.1 The Standing Agenda will include:

- Acknowledgement of Country;
- Attendance and apologies;
- Declaration of any conflicts of interest;
- Minutes of the previous meeting;
- Business arising from previous meeting;
- Matters identified by community members in writing for discussion and action; and
- Summary of matters to be reported on at the next meeting.

### **3.12 Meeting Procedure**

- 3.12.1 The Chairperson shall chair the meetings, taking account of both the need for efficiency and the importance of accountability.
- 3.12.2 If the Chairperson is not present the meeting will be chaired by one of the members present either a Councillor or Council Officer.

### **3.13 Meeting Quorum**

- 3.13.1 A quorum is four (4) members, not including Council officers or Councillors.
- 3.13.2 If less than four members attend, the meeting may proceed but no decisions can be made.

### **3.14 Reporting Requirements**

- 3.14.1 Distribution time for agendas is one week prior to the scheduled meeting date.
- 3.14.2 Minutes from the Committee meeting will be circulated within one month after the meeting has been held.

### **3.15 Secretariat**

- 3.15.1 A Council officer will support the Committee.



- 3.15.2 The Council officer will prepare the agenda for every Committee meeting and circulate the agenda and any meeting papers to Committee members before the meeting.

## Appendix 1: STRATEGIC CONTEXT

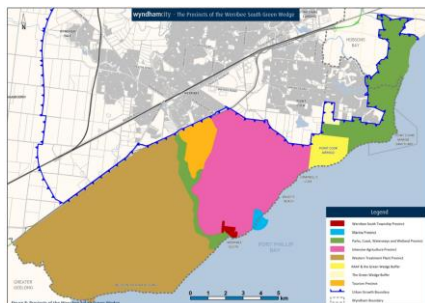
### 1. GEOGRAPHIC AREA OF THE WERRIBEE SOUTH GREEN WEDGE

The area of the Werribee South Green Wedge is bounded by the Port Phillip Bay coastline to the south, the Urban Growth Boundary to the north-east, and the Princes Freeway and the Wyndham/Greater Geelong Municipal boundary to the north-west (i.e. the area shaded pink in Figure 1 below). Part of the eastern reach of the Green Wedge extends into the City of Hobsons Bay embracing the hinterlands of the lower sections of Skeleton and Laverton Creeks.



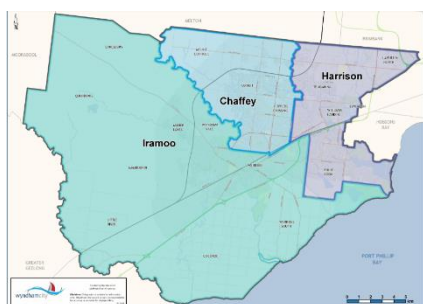
- Figure 1 – Area of the Werribee South Green Wedge

The Werribee South Green Wedge has a diversity of land uses which are separated into seven distinct precincts. These include: 1. Werribee South Township; 2. Marina; 3. Parks, Coast, Waterways and Wetlands; 4. Intensive Agriculture; 5. Western Treatment Plant; 6. RAAF Point Cook Airfield and Green Wedge Buffer; and 7. Tourism (as illustrated in Figure. 2 below).

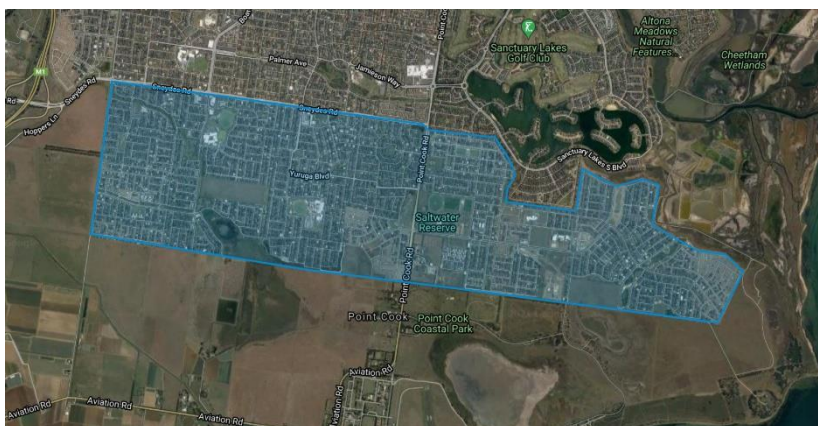


- Figure 2 – Land Use precincts in the Werribee South Green Wedge

The area of the Werribee South Green Wedge is predominantly located within Iramoo Ward. The eastern reach of the Green Wedge extends into the southern part of Harrison Ward.



- Figure 3 – Ward Map of Wyndham City



- Figure 4 – Point Cook South area

## 2. METROPOLITAN PLANNING CONTEXT OF THE WERRIBEE SOUTH GREEN WEDGE

As outlined in Plan Melbourne 2017-2050,

*“Melbourne’s green wedges and peri-urban areas support Melbourne through food production, critical infrastructure (such as water supply catchments and airports), sand and stone supply, biodiversity, recreation and tourism. Green wedges and peri-urban areas provide opportunities for the community to connect with nature, improving health outcomes, as well as maintaining the ecosystem services that underpin Victoria’s prosperity. Protecting the green wedges and peri-urban areas will make the state’s food supply more secure in the face of increasing climate pressures on food production.”*



- Figure 5 - Werribee South within the context of Melbourne’s Green Wedges

### 3. LOCAL VISION FOR THE WERRIBEE SOUTH GREEN WEDGE

As outlined in the Werribee South Green Wedge Policy and Management Plan,

*“The Werribee South Green Wedge will be an environmentally, socially and economically sustainable precinct where opportunities for agricultural innovation and diversification, biodiversity conservation and investment in tourism, recreation and the community are realised.”*

### 4. WERRIBEE SOUTH GREEN WEDGE: KEY PLANNING POLICY DOCUMENTS

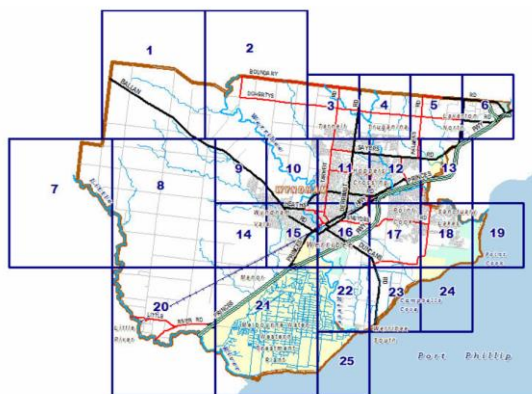
- Werribee South Green Wedge Policy and Management Plan (June 2017)



[https://stfpbsprodapp01.blob.core.windows.net/amendmentfiles/38b2f147-6c70-e811-a858-000d3ad117e3\\_18511bf2-4f01-449e-aa97-76143e40f02f\\_Wyndham%20C202%20Werribee%20South%20Green%20Wedge%20Policy%20and%20Management%20Plan%20-%20APPROVAL%20Gazetted%20\(REVISED\).PDF](https://stfpbsprodapp01.blob.core.windows.net/amendmentfiles/38b2f147-6c70-e811-a858-000d3ad117e3_18511bf2-4f01-449e-aa97-76143e40f02f_Wyndham%20C202%20Werribee%20South%20Green%20Wedge%20Policy%20and%20Management%20Plan%20-%20APPROVAL%20Gazetted%20(REVISED).PDF)

- Wyndham Planning Scheme

<https://www.wyndham.vic.gov.au/services/building-planning/planning-scheme-amendments/wyndham-planning-scheme>



Clause 51.02: Metropolitan Green Wedge Land: Core Planning Provisions

[https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/51\\_02.pdf? ga=2.131833099.543926723.1613344385-1466444366.1583294782](https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/51_02.pdf? ga=2.131833099.543926723.1613344385-1466444366.1583294782)

Clause 35.04: Green Wedge Zone

[https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/35\\_04.pdf? ga=2.166312506.543926723.1613344385-1466444366.1583294782](https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/35_04.pdf? ga=2.166312506.543926723.1613344385-1466444366.1583294782)

Clause 21.03: Municipal Strategic Statement: Environmental & Landscape Values

[https://planning-schemes.api.delwp.vic.gov.au/schemes/wyndham/ordinance/21\\_mss03\\_wynd.pdf? ga=2.122803727.543926723.1613344385-1466444366.1583294782](https://planning-schemes.api.delwp.vic.gov.au/schemes/wyndham/ordinance/21_mss03_wynd.pdf? ga=2.122803727.543926723.1613344385-1466444366.1583294782)

- **Metropolitan Planning Strategy: Plan Melbourne 2017-2050**



[https://www.planmelbourne.vic.gov.au/\\_data/assets/pdf\\_file/0007/377206/Plan\\_Melbourne\\_2017-2050\\_Strategy\\_.pdf](https://www.planmelbourne.vic.gov.au/_data/assets/pdf_file/0007/377206/Plan_Melbourne_2017-2050_Strategy_.pdf)

Direction 4.5: Plan for Melbourne's Green Wedges and Peri-urban Areas (Pages 87-91 / 93-97 of 152)

Direction 1.4: Support the productive use of land and resources in Melbourne's non-urban areas (Page 40 / 46 of 152)

Policy 2.1.1: Maintain a permanent Urban Growth Boundary around Melbourne to create a more consolidated sustainable city (Page 47 / 53 of 152)

- **Implementation Plan: Plan Melbourne 2017-2050**



[https://www.planmelbourne.vic.gov.au/\\_data/assets/pdf\\_file/0005/377123/Plan\\_Melbourne\\_2017\\_Implementation\\_plan.pdf](https://www.planmelbourne.vic.gov.au/_data/assets/pdf_file/0005/377123/Plan_Melbourne_2017_Implementation_plan.pdf)

Action 17 – Support Strategic Planning for Agriculture

Action 72 – Review Green Wedge Planning Provisions

Action 73 – Green Wedge Management Plans

Action 74 – Localised Planning Statement for Distinctive Areas and Landscapes