

Council Liaison Committee – Terms of Reference

Forum Purpose:

The purpose of the Mornington Peninsula and Western Port Biosphere Reserve Foundation ('the Biosphere Foundation') **Council Liaison Committee** is to provide a forum for open communication and two way engagements between the Foundation and the member Councils, Shires and Municipalities (hereafter referred to as Councils).

Committee Responsibilities:

The Council Liaison Committee is responsible for providing:

- a) input to the strategic direction and operational plans to be pursued by the Foundation;
- b) a sounding board for the Foundation's ideas, plans, policies and objectives on such things as research, education and fundraising opportunities, projects, organisational structure, governance, membership, communications, public relations and community engagement;
- c) direct feedback to their own Councils on the Foundation's plans and performance in relation to 'a' and 'b'; and
- d) a forum for member Councils to "benchmark" existing and planned environmental, ecological, energy saving, advocacy and branding opportunities and projects, and any innovative land-use planning initiatives, including strategies to deal with 'climate change'.

Authority and decision making:

The Committee is delegated authority from the Board. Only those decisions, recommendations or views which represent the 'majority position' of the members of the Committee will be expressed (through their elected representative on the Board) to the Foundation.

Members:

- a) Each of the member Councils will be invited in November of each year to nominate one representative Councillor and one 'alternate' Officer to attend Council Liaison Committee meetings throughout the ensuing 12 months.
- b) The Mayors of each member Council will then be asked to decide amongst themselves which of their Councillor nominees should be appointed to the Biosphere Board as their sole Councillor Representative on the Board.
- c) The Councillor Representative on the Biosphere Board will then Chair all subsequent Council Liaison Committee Meetings for the next 12 months.

Meetings: The Council Liaison Committee will hold a meeting at least 2 weeks in advance of each Biosphere Board Meeting throughout the year. Additional meetings may be held as required at the discretion of the Chair.

The 'host' Council will provide the secretarial support for each Council Liaison Committee.

Meetings may be held in person or by telephone.