

## **Terms of Reference for the Freshwater Coastal Open Space Master Plan Working Group**

---

### **1. Purpose**

To work with Council to prepare a master plan for the Freshwater Coastal Open Space, which includes McKillop Park, Freshwater Beach Reserve and Freshwater View Reserve.

The Working Group is being established to represent the views of the Freshwater community and users of this space in the development of a Master Plan for the area. The ultimate vision for this area will be determined by the Working Group in conjunction with Council and with general public input obtained from community drop in sessions and online information gathering.

#### **1.1. Background**

The Freshwater Coastal Open Space area is defined as the open space area surrounding Freshwater Beach. It is comprised of:

- Freshwater Beach Reserve
- Freshwater View Reserve and
- McKillop Park (including the pool)

The study area does not include the Surf Club building, the sand dunes or the beach itself.

### **2. Composition of the Working Group**

Membership of the Working Group will be by self-nomination using an online form. A maximum of 18 people will be selected by Council staff for this project according to the following composition.

- 6 local community representatives randomly selected from applicants who submit expressions of interest
- 2 representatives of the Freshwater Surf Club
- 2 representatives of Friends of Freshwater
- 1 representative of Freshwater Chamber of Commerce
- 1 representative of the Freshwater Swimming Club
- 1 regular reserve hirer from a personal training group
- 1 representative of the local Friends of the Bush Group
- 1 representative from Mounties
- 1 person representing cycling enthusiasts
- 1 person representing families with young children
- 1 person who is aged between 18 and 25 years

### **3. Meetings**

The Working Group will be established and hold its first meeting in early May 2017.

Workshops will be held in May and June 2017 to progress the work plan identified in Attachment 1.

A meeting schedule and agendas for each meeting will be made available to all members in advance.

After the final meeting has been held the Working Group will be disbanded.

Meetings will not be open to observers, except with agreement of the Working Group.

#### **4. Reporting**

Records will be taken on the deliberations of the Working Group and these will be made available on line to members of the public on the project webpage.

The final Draft Master Plan developed by the Working Group will be presented to Council for approval prior to going on public exhibition.

#### **5. Master Plan development process and timeline**

Development of the Freshwater Coastal Open Space Master Plan will follow this process:

##### **Stage 1 (March/April) – Information gathering**

This stage of the process will involve community engagement to obtain information about the coastal open space in Freshwater, how it is used, what the community values about the space and what ideas they have for its future.

##### **Stage 2 (May/June) – Master Plan Development**

Using information obtained from Stage 1 of the community consultation, the Working Group will be supported by Council Officers to develop a Master Plan over the course of one meeting and two workshops.

##### **Stage 3 (August/September 2017) – Public Exhibition of the Master Plan (22 August Council Meeting)**

Council endorsement will be sought for public exhibition of the Draft Master Plan during August/September 2017.

Once the plan has been exhibited, the plan is to be adopted for Council with a view to staged implementation.

#### **Attachment 1 – Proposed work plan and schedule for Working Group**

It is proposed to run one meeting and two x three hour, workshops in order to progress work on development of the Master Plan.

##### **Meeting 1: 2 May 2017 – two hour meeting**

1. Getting to know each other
2. Discuss the issues, opportunities and constraints for this area
3. Achieve agreement on a vision for this open space

##### **Workshop 1: 16 May 2017 – three hour workshop**

1. Review the outcomes of community engagement from Stage 1 of the project
2. Work on some concept ideas (up to three options) for this area utilising the outcomes of earlier community engagement

##### **Workshop 2: 20 June 2017 – three hour workshop**

1. Evaluation of the workshop outcomes to date
2. Analyse options and preferred concept (one) for the area
3. Reach agreement on a concept for inclusion in the draft Master Plan for the area