



Terms of Reference

Marina Advisory Group

1. Preamble

The District Council of Robe recognises the importance of the Lake Butler Marina and the significant impact it has on our community. The Marina Advisory Group will assist Council in providing advice and guidance on Lake Butler Marina related matters.

2. Purpose and Responsibilities of the Working Party

The purpose of the Marina Advisory Group is to provide advice, feedback, and advocacy to the District Council of Robe on matters related to the Lake Butler Marina. The Advisory Group will collaborate with the Council to ensure the appropriate management and future development of the Marina, while striving to achieve the goals outlined in relevant strategic documents. Specific responsibilities include:

- Advocating for the appropriate management of the Lake Butler Marina, ensuring it meets community and stakeholder needs.
- Actively contributing to and supporting the achievement of the goals and actions outlined in strategic planning documents related to the Marina.
- Undertaking and hosting works, activities, or events on behalf of the District Council of Robe to promote the Marina and its services.
- Assisting the Council in the development and implementation of relevant policies, action plans, and strategies for the Marina's future.

3. Delegations

The Advisory Group has no formal delegations of authority, it is an advisory group only. All formal decisions about any agreed pathways remain with the District Council of Robe.

4. Membership of the Advisory Group

The Advisory Group will comprise of nine (9) Members:

- two (2) Council Representatives,
- three (3) Community Representatives,
- two (2) Recreational Berth Holder Representatives, and
- two (2) Professional Fishers Berth Holder Representatives,
- and the Mayor as ex-officio (only included in membership if present)

Additional members may be co-opted as necessary with the consent of the Advisory Group.

The Chairperson will be elected by the Advisory Group.

The Chairperson will preside over meetings, provide leadership, direction, and communication, ensuring that the group operates smoothly, remains focused on its purpose, and delivers valuable advice to the District Council of Robe.

5. Meetings and Procedures

Meetings, workshops and information sessions shall be scheduled as needed based on the progress and activities of the Advisory Group.

Discussions and brainstorming sessions shall be informal and focused on generating ideas and solutions.

6. Reporting

Findings, recommendations, and progress updates shall be communicated to the District Council of Robe in a concise and informative manner as determined necessary by the Advisory Group.

The notes and achievements of the Advisory Group will be available on Council's website.

7. Review and Amendment

These Terms of Reference shall be reviewed periodically by the Advisory Group to ensure alignment with evolving objectives, findings and community needs.

Adopted by Council at the 13 November 2024 meeting (Res. 190/2025).