



Bells Beach Committee Terms of Reference

1. Background

Surf Coast Shire is committed to ensuring that the Bells Beach Surfing Recreation Reserve remains a special place for the community. Bells Beach is famous for its natural beauty, heritage, surf breaks and high profile surfing events. For many users, the place is 'spiritual', with multiple Aboriginal and surfing cultural sites of significance.

Located near the Great Ocean Road, Bells Beach also attracts a large variety of tourists. Each group interacts with the land in different ways, but they are all drawn to the reserve's natural wonders and sense of history.

The Coastal Management Plan (CMP) provides a strategic vision for the reserve. It seeks to retain the existing attributes as well as address current and future user needs and management issues.

The Bells Beach Committee (the Committee) is appointed to assist Surf Coast Shire Council (as land manager) with the implementation of the *Bells Beach Surfing Recreation Reserve Coastal Management Plan 2015-18* and its associated implementation plans (the Plans) as outlined in these Terms of Reference.

2. Responsibilities

i. Advice and Recommendations

The Committee may:

- a) Provide advice or make recommendations to Council on any aspect relating to the implementation of the Plans, including detailed designs for replacement or new infrastructure.
- b) Make recommendations about the timing and prioritisation of works.
- c) Advise Council on the need for and nature of broader community consultation on the implementation of any of the recommendations of the Plans.
- d) Provide advice on the implementation of the Events Policy.
- e) Advise on any other relevant matters relating to the reserve, subject to the matters and advice being consistent with the Plans.

ii. Monitoring

The Committee will monitor:

- a) Progress towards implementation of the Plans.
- b) Effectiveness of any works or management changes undertaken during implementation of the Plans.

The Committee may request an onsite inspection with Council staff to further investigate any recommendations of the Plans.

iii. Reporting

The minutes of each Committee meeting will be tabled at the next Council meeting.

The Chair of the Committee will annually provide a written report or a briefing to Council at the December Ordinary Council Meeting.

Reports will be made available to interested community members via Council. If a report is tabled, it will be made available to interested community members via Council's website.

iv. Out of Scope

The Committee is appointed to undertake the roles described above. Direct management and budgetary decisions are beyond the scope of the Committee.

3. Objectives

The objective of the Bells Beach Committee is to provide appropriate advice and recommendations to Council relating to:

- i. Implementation of the *Bells Beach Surfing Recreation Reserve Coastal Management Plan 2015-18* and the *Bells Beach Surfing Recreation Reserve Implementation Plan 2015-18*.
- ii. Designs and plans associated with the implementation of the Plans.
- iii. Consultation and engagement to collect the views of reserve users on implementation of the Plans.

The work of the Committee will be guided by the vision, guiding principles, core values and goals outlined in the CMP. Its vision for the Reserve is:

To respect and protect the natural environment, indigenous heritage and surfing culture of Bells Beach.

This vision aligns with the vision contained in the *Victorian Coastal Strategy 2014* of:

A healthy coast, appreciated by all, now and in the future

Two **guiding principles** – respect and protect – and three **core values** – natural environment, indigenous heritage and surfing culture – underpin the plan's vision, goals, actions and outcomes.

The following overarching management goals provide a clear direction in relation to the reserve's future management:

1. Protect and enhance the reserve's ecological and geophysical values
2. Protect and promote the reserve's indigenous archaeological, social, cultural and historic values
3. Recognise the Wadawurrung people's long association with the reserve, including the interconnections between land, people and biodiversity
4. Recognise the reserve's unique surfing heritage and the importance of surfing, and continue to cater for surfing and surfing events, including the Rip Curl Pro
5. Continue to cater for activities within the reserve consistent with its vision
6. Ensure risks to reserve users are minimised, recognising that the reserve is a natural place and risk cannot be eliminated

7. Minimise buildings and infrastructure on the site
8. Protect existing waterways within the reserve and minimise the site impacts of stormwater runoff, and
9. Acknowledge the importance of the reserve's setting within a rural hinterland landscape.

4. Membership

The Bells Beach Committee will consist of:

- One Impartial Chair (publically advertised)
- Two Surf Coast Shire Councillors
- One Wathaurung Aboriginal Corporation (Registered Aboriginal Party) representative –subject to staff availability
- One Surfing Victoria representative, and
- Five independent community nominees.

Additional Council staff may attend meetings to support the operations of the Committee and in an advisory capacity.

5. Appointment of Members

i. Impartial Chair

Appointment of the Impartial Chair will occur through a publically-advertised Expression of Interest process.

The following key qualities are required when appointing the Impartial Chair:

- a) A high level of knowledge of the reserve and its users
- b) Demonstrated experience on public committees
- c) Strong communication, mediation, facilitation and negotiation skills, and
- d) Sufficient time available to devote to the responsibilities of Impartial Chair.

Appointment Process

Council will appoint the Impartial Chair after consideration of the applications received.

ii. Nominated Representatives

The Wathaurung Aboriginal Corporation and Surfing Victoria will provide Council with a written nomination of their organisations' proposed representatives. Nominated representatives will represent the views of their organisations and will act in the best interests of the reserve.

Nominated representatives will:

- a) Have an intimate knowledge of the reserve and its various users
- b) Be able to communicate effectively with other committee members and with the wider community
- c) Be able to work constructively and collaboratively as a committee member and respect a range of views that might be provided by other members
- d) Comply with confidentiality and media protocols, and
- e) Be authorised to represent the views of their respective organisations.

Appointment Process

Council will appoint the nominated representatives after considering the nominations.

iii. Independent Community Nominees

Independent community nominees will be Surf Coast Shire residents with a sound knowledge of the reserve and its users. Key skills required relate to the management of the natural environment, indigenous heritage and surfing cultural values. Independent members will be appointed for the attributes they hold and will perform their role independently.

Independent community nominees will:

- a) Be able to commit to at least four meetings each year
- b) Have an intimate knowledge of the reserve and its various users and user groups
- c) Be able to communicate effectively with other committee members and with the wider community
- d) Be able to work constructively and collaboratively as a committee member and respect a range of views that might be provided by other members, and
- e) Comply with confidentiality and media protocols.

Collectively, the independent nominees will hold the following knowledge, skills and experiences:

- a) An understanding of coastal environmental management
- b) Practical environmental management experience
- c) Knowledge and understanding of Aboriginal heritage
- d) Knowledge and understanding of surfing
- e) Knowledge and understanding of the key user groups
- f) Experience in understanding and interpreting documents and plans
- g) Events management knowledge, and
- h) Infrastructure management and maintenance experience.

There are a range of key user groups (eg local surfing and environmental groups) that contribute significantly to the ongoing management of the reserve. Council welcomes nominations for the independent community nominee positions from members of these key user groups in the reserve or people with a demonstrated interest in the natural environment, indigenous heritage and surfing culture of Bells Beach.

Appointment Process

Appointment of independent community nominees will be through a publically-advertised Expression of Interest process. Applicants will need to demonstrate their relevant knowledge, skills and experience against the selection criteria outlined above.

The applications will be considered by a selection panel and then considered for endorsement by Council at an Ordinary Council meeting. In deciding on the appointments, Council must have regard to the ability of the appointee to demonstrate the attributes clause 5 iii).

Following adoption by Council, the Bells Beach Committee will be convened.

6. Term

The term of appointment is three years.

7. Proceedings

i. Meetings

- The Committee will meet at least four times per year, with any other meetings as required.
- The duration of each meeting should not generally exceed two hours.
- Agendas will be prepared and distributed seven days in advance of the meeting, along with appropriate briefing material.
- In the absence of the Chair from the meeting, a Councillor will act as Chair. In the absence of a Councillor, the members present will agree on a Chair.
- Meetings will be minuted.
- Council shall provide secretarial and administration support.
- Meeting minutes will be noted at the next Ordinary Council meeting. Should Council resolve on any recommendations or advice made by the Committee or on any other matter that relates to the Reserve, the Committee will be advised of this resolution.

ii. Proxies

No proxies can be nominated to attend in place of an appointed Committee member.

iii. Quorum

Any five members of the Committee, three of which must be either nominated or independent representatives.

iv. Voting

The Committee will make every effort to arrive at its advice by consensus. If consensus is not possible, matters will be resolved by a majority of the votes of members present, and the Chair shall have the casting vote if the votes are equal. If the Committee is unable to agree on its advice, all views/advice will be presented to Council for consideration.

v. Vacancies

In the case of a vacancy on the Committee, Council can appoint a new member for a term not exceeding the date set down for the expiry of the term of office of the retiring member.

Councillors will be appointed/reappointed as soon as practicable after Council elections.

8. Remuneration

The Chair will be offered an honorarium in acknowledgement of the responsibilities involved in assisting with preparation of the agenda, finalisation of the minutes and possibly communicating the activities of the Committee among the local community.

Other members will participate on the Committee as volunteers.

9. Confidentiality

Committee members shall not, directly or indirectly, release or make available to any person any information relating to the work or discussions of the Committee, of which he or she is a

member, that is or was in his or her possession, except in accordance with such terms and in such a manner as stipulated by Surf Coast Shire Council.

10. Removal of a Member

Membership of the Committee can be rescinded by a decision of Council on the recommendation of the General Manager, Environment and Development.

Members may be granted a leave of absence by the Chair. Missing three consecutive meetings without a leave of absence will mean that the person will no longer be a member of the Committee.