

# Barwon Coast Foreshore Master Plan

## Community Reference Group

### Terms of Reference

#### Background

Barwon Coast are developing a master plan for all coastal public land it manages from Breamlea through to Ocean Grove including Bancoora Beach, Thirteenth Beach, Barwon Bluff/Barwon Heads foreshore, Bukareeyoo, Ocean Grove Main Beach and Collendina. The master plan will set the strategic land use direction for all land and inform Barwon Coast's works program for the next 10-15 years guiding the types of uses and infrastructure needed along the foreshore to ensure that we manage the natural environment and meet the needs of Barwon Coast and our communities. The Community Reference Group (CRG) is a key engagement approach that will support the successful delivery of the master plan.

Barwon Coast will coordinate the CRG which will include representatives of key community organisations and selected community members who will participate, provide information, advice and views which will support transparent decision making and improve engagement between Barwon Coast and the community.

#### Purpose

The CRG will provide a forum which:

- Establishes a two-way information sharing platform for members to share widely through community networks.
- Provides an opportunity for interested community members to engage and share local knowledge and experience.
- Makes use of local expertise, knowledge and skills to influence outcomes.
- Ensures the community is kept up to date on project progress and any planned activities.
- Informs any specific concerns or questions of the local community, including by providing timely information, suggestions or proposals for consideration.

The CRG will support decision-making however is not a decision-making body.

#### Membership

Membership of the CRG is voluntary. Membership will aim to be inclusive and diverse which represents a broad range of demographics, skills, knowledge, interests and perspectives.

The CRG will include approximately 20 community members, made up from nominated representatives from key local community organisations (approx. 15) as well as community representatives from the public.

The appointment of community representatives to the CRG will be through a publicly advertised expressions of interest process. Expression of Interest applications will be assessed by a panel of Barwon Coast staff based on eligibility criteria, responses to selection criteria and representativeness.

The final decision for the appointment of members will be made by Barwon Coast's Chief Executive Officer.

Note that Barwon Coast staff may attend CRG meetings to provide administrative and coordination support however they will not form part of the CRG membership.

## Roles and responsibilities

The role of each CRG member is to:

- Share relevant information and assist in the identification of key issues and opportunities in the community, and where possible the implications for the project and possible solutions.
- Participate in open, respectful, collaborative and constructive discussions on the business of the CRG.
- Provide feedback to assist in decision making.
- Prepare for each meeting, read any documentation in advance, and make every reasonable effort to attend all meetings.
- Disclose any relevant interests and take reasonable steps to avoid any conflict of interest.
- Maintain confidentiality of information designated confidential.
- Review and provide any feedback on minutes of each meeting.
- Communicate the agreed position of the CRG to their respective groups and the general community.

The CRG will be chaired by a member from the Barwon Coast Committee who will lead the CRG meetings. The chairperson is expected to perform the following roles:

- Ensure the CRG functions within the terms of reference
- Approve the agenda
- Conduct meetings with the degree of formality appropriate
- Facilitate the flow of information during meetings (where required)
- Ensure each member has an equal opportunity to speak and/or contribute

- Approve draft minutes after each meeting.

Barwon Coast will be responsible for directly supporting the CRG. This involves convening meetings, providing all documentation, recording meeting notes and minutes, reporting to the community and recording accurate meeting minutes. Minutes will be provided to all members within two weeks of the meeting date.

## Meetings

Members will make all reasonable efforts to be present at scheduled meetings. Over the next 18 months it is anticipated there will be approximately:

- 8 online check-ins to provide project updates, share and workshop ideas, opportunities and concerns.
- 3 in-person meetings which includes community workshops.

## Term

The CRG will be established for the duration of the master planning project which is anticipated to be 18 months.

## Conflict of interest

If a member has a conflict of interest in relation to an agenda item which the member determines should be declared, this declaration will be recorded in the minutes of the meeting. The chair will use their discretion to consider any conflict and whether appropriate action is necessary.

## Communication policy

Individual members of the CRG are not authorised to speak to the media on behalf of the CRG, and if approached by the media should advise Barwon Coast or the Chair as soon as possible.