WORLD SURFING RESERVE LOCAL STEWARDSHIP COMMITTEE

CHARTER AND TERMS OF REFERENCE

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Charter

The charter of the World Surfing Reserve (WSR) Local Stewardship Committee (LSC) is to:

- celebrate, promote, support and further the designation of WSR status on the southern Gold Coast beach breaks from Snapper Rocks to Burleigh Heads;
- satisfy the annual reporting requirements of the Save the Waves Coalition; and
- support the delivery of the City’s Surf Management Plan which geographically incorporates all surf breaks within the City limits from Snapper Rocks to South Stradbroke Island.

Context

The Queensland Government and City of Gold Coast joined with the Gold Coast World Surfing Reserve Inc (nomination committee) in supporting an application to the world’s peak body for World Surfing Reserves, the Save The Waves Coalition.

This nomination was accepted by the Save The Waves Coalition on 26 October 2015 and the Gold Coast’s 16 km stretch of coastline from Burleigh Heads to Snapper Rocks was formally named as the 8th World Surfing Reserve.

Given the importance surfing plays in our city’s lifestyle and economy, Council resolved its support for the nomination based on the follow seven conditions (G15.0911.036):

a) That the City of Gold Coast Surf Management Plan is the endorsed strategy for the management of the City’s ocean beaches.

b) That the World Surfing Reserve status does not fetter the rights and obligations of the City of Gold Coast in exercising its responsibilities.

c) That the World Surfing Reserve status does not impinge upon the rights of other users of the beaches including swimming, surf lifesaving, fishing, recreational boating, and other water craft.

d) That the local stewardship committee for the World Surfing Reserve is to be determined by Council and involving members of the City’s Surf Management Plan Advisory Committee.

e) That the World Surfing Reserve status will not be used to lobby for any changes in legislation, local, state or federal.

f) That the City’s endorsement of the World Surfing Reserve nomination is on the basis that the title is purely ceremonial only in nature.

g) That the City reserves the right and discretion to withdraw its support for the World Surfing Reserve status if any of the above criteria are not met or maintained to its satisfaction.

While the Save The Waves Coalition require that each WSR LSC creates a site specific stewardship plan, the LSC accepts that City’s Surf Management Plan constitutes the deliverables in regards to a local site specific stewardship plan for the southern Gold Coast WSR. The City’s Ocean Beaches Strategy sets out the vision for the management of Gold Coast beaches. The City’s Surf Management Plan is one of the key operational plans within the Ocean Beaches Strategy.
Technical advice to the LSC will be provided by the Griffith Centre for Coastal Management (GCCM) and Council’s Directorate of Transport and Infrastructure, City Assets Branch, Stormwater, Beaches and Waterways team as well as the collective experience and technical knowhow of the assembled LSC members.

The primary task of the LSC will be to focus on promoting, supporting and furthering the designation of WSR status on the southern Gold Coast beach breaks within the WSR zone through supporting delivery of the Local Stewardship Plan. This will involve satisfying the annual reporting and oversight requirements of the Save The Waves Coalition peak body.

The WSR LSC is also considered an advisory committee of Council and will report to the Transport and Infrastructure Committee.

**Objectives of the World Surfing Reserve (WSR) Local Stewardship Committee (LSC)**

- Guide the dedication ceremony of the WSR.
- The promotion of the WSR to local, state, national and international audiences to encourage the wider appreciation of these unique coastal environments and impressive surfing recreation resources.
- To support the WSR designation as part of the prestigious network of renown World Surfing Reserves.
- Furthering the designation of WSR status on the southern Gold Coast beach breaks with a wide range of interested stakeholder groups.
- Convey the issues raised from all the assembled key stakeholder groups within the LSC via the chairman to other levels of Government with direct responsibilities for management of the WSR designated coastal and surfing environments.

**Scope of the World Surfing Reserve (WSR) Local Stewardship Committee (LSC)**

The scope of the WSR LSC is to operate within the seven conditions of support for the WSR as outlined through Council resolution (G15.0911.036) below:

a) That the City of Gold Coast Surf Management Plan is the endorsed strategy for the management of the City’s ocean beaches.
b) That the World Surfing Reserve status does not fetter the rights and obligations of the City of Gold Coast in exercising its responsibilities.
c) That the World Surfing Reserve status does not impinge upon the rights of other users of the beaches including swimming, surf lifesaving, fishing, recreational boating, and other water craft.
d) That the local stewardship committee for the World Surfing Reserve is to be determined by Council and involving members of the City’s Surf Management Plan Advisory Committee.
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## Roles and responsibilities

### LSC Chair

The Chair will lead the WSR LSC and chair meetings in accordance to Local Law No. 1 (Meetings) 2008 and Subordinate Local Law No. 1.1 (Meetings) 2008.

The Chair oversees the functions of the committee and exercises general supervisory powers over the work of the committee at all times.

The Chair must:

- Attend and chair all meetings.
- Oversee all meetings and work with the committee and the Secretary to ensure that committee actions are carried out.
- Ensure meetings and tasks align with the charter, objectives and scope of the LSC.
- Oversee the preparation of agendas for meetings (a draft agenda will be prepared by the secretary and submitted to the Chair for review and approval prior to all meetings).
- Prioritise agenda items and if necessary set time limits to ensure all elements of the agenda are covered at each meeting.
- Ensure meetings are run in accordance to the agenda.
- Confirm the minutes are an accurate record of the previous meeting and that actions assigned to committee members in the minutes are actioned prior to the next meeting (or receive an appropriate reasoning if not complete).
- Make decisions between meetings where necessary.
- Appoint sub-committees where necessary for specific projects or tasks.
- Maintain confidentiality on issues of a sensitive nature and to act in an ethical manner in the consideration of issues and the provision of advice to Council.
- Declare any conflicts of interest between commercial interests and any matter or issue that comes before the committee as and when required and as a matter of prudence and good governance of the committee, and if required, to remove themselves from the discussion.
- Call special meetings when required.
- Ensure that the External Communication Policy of Council is followed in relation to all media inquiries or desires of the committee to make media comment or response.
- Will be the spokesperson for the committee, following designation by the mayor. The Chair will work with the City’s Corporate Communications branch when liaising with the media.
- Should the Chair not be available Council’s External Communication policy shall be followed in relation to media comment.
Local Stewardship Committee Secretary

The Secretary’s role will be undertaken by a City of Gold Coast employee. This position will be appointed by the Committee Chair. The duties of the Secretary include:

- Call meetings of the committee, including preparing notices of a meeting, agendas and of the business to be conducted at the meeting in consultation with the Chair of the committee.
- Prepare accurate minutes of each committee meeting.
- Distribute meeting minutes to Committee members as an accurate record of each meeting.
- Keep copies of all correspondence and other documents relating to the Committee (e.g. letters, minutes, agendas etc.)
- Maintain an accurate list of committee members.
- Distributes management committee meeting invitations and reminders and recording of RSVP’s and apologies
- Complete tasks as agreed to in the committee meetings.
- Maintain confidentiality on issues of a sensitive nature and to act in an ethical manner in the consideration of issues and the provision of advice to Council.

Local Stewardship Committee Members

All Committee members are to:

- Adhere to the Charter and Terms of Reference for the World Surfing Reserve Local Stewardship Committee.
- Adhere to Council’s External Communications Policy.
- Represent one or more peak body, incorporated association or Government entity relating to surfing, swimming, surf lifesaving, fishing, recreational boating and other water craft on the Gold Coast.
- Be available to attend Committee meetings.
- Provide professional expertise, input and knowledge that contributes to the furthering the charter of the WSR LSC.
- Report back to stakeholder groups of which they are representing on the Committee objectives and progress where required.
- Agree to pass all outgoing communication relating to the LSC via the LSC Chairman for prior approval.
- Maintain confidentiality when requested by the Committee Chair.
- Declare any conflicts of interest between commercial interests and any matter or issue that comes before the Committee as and when required and as a matter of prudence, and if required, to remove themselves from the discussion.
Direct correspondence related to the World Surfing Reserve Local Stewardship Committee through the Chair via the wsrlsc@goldcoast.qld.gov.au

Media (All Members)
The Local Stewardship Committee and all members will work within Council’s External Communications Policy.

Committee members who do not comply with Council’s External Communications Policy will be warned by the Committee Chair and may forfeit membership of the Local Stewardship Committee.

Selection Criteria: World Surfing Reserve Local Stewardship Committee.

The makeup of membership of the LSC is based on the view that there are many varied users of the city’s coastal surf zone and committee membership should broadly reflect the diverse user groups of the surf within the Gold Coast WSR.

It is a requirement that Committee members:

- Non-government organisation representatives must reside in the Gold Coast Local Government Area.
- Display willingness to accept the charter and terms of reference of the WSR LSC.
- Demonstrate a proven ability to positively work in a team environment.
- Representative of an Office of Fair Trading (QLD) registered charity or incorporated association or be an incorporated charitable institution or Government.
- Only one nomination per representative organisational listed in the membership section of the LSC Terms of Reference will be accepted however this representative may change from time to time due to changes of leadership in those organisations. Such member representation change on the LSC committee will require written confirmation submitted from the representative organisation’s president, chair or CEO to the LSC Chair.

Life of the Committee

The Charter & Terms of Reference of the LSC will be reviewed and possibly revised by Council annually.

The LSC will commence on 2 February 2016 and will cease if WSR is revoked or by Council resolution.
## Membership

### City of Gold Coast Representation

**Chair:**
- Councillor Division 12 (Currently Cr Pauline Young)

**Members:**
- Mayor of the City of Gold Coast or nominee, as *ex-officio member* (Currently Mayor Cr Tom Tate)
- Director, Transport and Infrastructure, City of Gold Coast (Currently Mr. Alton Twine)

### State & Federal Government Agency Representation

- Griffith Centre for Coastal Management nomination (Currently Prof. Rodger Tomlinson)
- Department of Environment and Science nomination (Currently Mr. Robert Schwartz)
- Gold Coast Waterways Authority (Currently Peter Kleinig)
- Maritime Safety Queensland (Currently Greg Turner)
- Tourism and Events Queensland (Currently John Drummond Montgomery)
- Gold Coast Tourism (Currently Jason Thomas)
- State Member for Burleigh (Currently Mr. Michael Hart)
- Federal Member for McPherson (Currently Hon. Ms. Karen Andrews)

### External Stakeholder Group Representation

- Surf Life Saving Queensland (SLSQ) (Currently Nathan Fife)
- Surfing Queensland CEO (Currently Adam Yates)
- World Surfing League (Currently Rod Brooks)
- Gold Coast World Surfing Reserve Inc Chairman (Currently Andy McKinnon)
- VMR Currumbin nominee (Currently Mike Brooks)
- Currumbin SUP (Stand Up Paddlers) Club (Currently Sean Bicknell)
- Gold Coast Bodyboard Club, President (Currently Luke Jackson)
- Currumbin RSL Fishing Club (Currently Stuart Black)
- Tweed River Entrance Sand Bypassing Project (TRESBP) Advisory Committee Member Nominee (Currently Wayne Bartholomew)
- Greater Southern Gold Coast Chamber of Commerce (Currently Hilary Jacobs)
- Southern Gold Coast Chamber of Commerce President (Currently Bob Newman)
- Gold Coast Surf Council President (Currently Pearce Dougherty)
- Surfrider Foundation, Gold Coast Chapter, President (Currently Greg Howell)
- National Surfing Reserve Inc (Currently Chris Butler)
- The Association of Surfing Lawyers (Gary Radcliff*).

If an Advisory Committee representative is unable to attend more than three consecutive meetings, they may, at the request of the Chair & Mayor, be asked to step down and a replacement representative nomination from the respective organisation sought.

* Provision of legal advice in relation to the World Surfing Reserve to the Chair.