

# **Adelaide Beach Management Review**

## **Independent Advisory Panel**

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### **Introduction**

The state government has committed to establishing a scientific review of all viable options available for sand management, which will include full community input and analysis of climate change impact. The goals of any sand management program will be to minimise disruption for communities, avoid environmental harm and maximise sand staying on beaches.

The review will address the following matters:

1. How to manage sand on Adelaide's beaches to achieve the following goals:
  - (i) Minimise disruption for all communities;
  - (ii) Avoid environmental harm; and
  - (iii) Maximise sand staying on beaches.
2. The Adelaide community's views on sand management options and on the impact of the current sand management approaches including trucking and pipelines.
3. Lessons from international examples of sand management on metropolitan beaches.
4. What can be learned from the most up to date analysis of climate science about future management of Adelaide's beaches.

An Independent Advisory Panel will provide balanced, expert advice on the review of Adelaide's Beach Management processes and its consistency with the objectives outlined above.

### **Purpose**

The Adelaide Beach Management Review Independent Advisory Panel (the Panel) has been established to consider and advise on preferred options for the future management of sand on Adelaide's metropolitan beaches between Glenelg North and Largs Bay, and will:

- Receive and consider reports on the scientific review of all options for sand management
- Receive and consider reports and advice on the community engagement process
- Provide advice and recommendations to the Attorney-General (the Minister responsible for the Review), to the Department for Environment and Water (the Department), and to the Coast Protection Board (the Board) as appropriate.

## **Authority**

The Panel has been established for the purpose of reviewing options for the management of sand on Adelaide's coastline, and subsequently making recommendations regarding the available options.

The Panel may seek any information it requires from the Department to ensure Members undertake their role effectively and efficiently.

The Panel will hold an advisory role and does not have any power to commit the state government, Minister, Department or Board to any recommendation or decision.

## **Function**

The Panel's role is to report to the Attorney-General (the Minister responsible for the Review) and the Department and provide assurance, advice and recommendations on matters relevant to the Terms of Reference in order to facilitate decision making.

## **Responsibilities**

The Panel will:

- Inform the government's approach to sand management through their active involvement in the Panel.
- Facilitate an open, accurate, reciprocal communication channel to ask questions, raise issues and opportunities, and seek clarification or further information.
- Consider the approach and recommendations relating to the broader engagement and communications regarding sand management for the review.
- Consider the issues, concerns and values of the various interest groups and communities to inform the Panel's recommendations.
- Review ideas and concepts for sand management approaches as supported by scientific advice and provide feedback.
- Provide a forum to identify opportunities and resolve possible risks and issues of concern relating to the review.
- Receive and endorse quarterly briefings for updating the Attorney-General on the progress and outcomes of the review.

## **Membership**

The composition and membership of the Panel is determined by the Department and will comprise the following representatives:

- Chair
- Kurna representatives (2)
- Coastal science expert
- Environmental science expert
- Social sciences expert

Where there is a vacancy, the Department will ensure the vacancy is filled in accordance with guidelines outlined in the Terms of Reference.

The term of the appointment is for one year and membership may be extended if required pending the progress and outcomes of the review.

## **Meeting Frequency**

The Panel will meet every two months or as required to consider specific matters. A schedule of meetings will be agreed by the Panel in advance.

## **Quorum**

A quorum for the Panel shall consist of four members. Should a quorum not be reached, the meeting is to be rescheduled.

## **Meeting Procedures**

1. Meetings will be hosted by the Department and will be held in private and not be open to the public. Members and participants may attend by Microsoft Teams if required.
2. A record of meetings will be prepared and made available for comment by Panel members. Meeting minutes will be treated as draft until approved by the members.
3. Meeting actions and outcomes will be clearly recorded and published on the Department's project website for transparency.
4. Individual names will not be recorded against the comments, outcomes and decisions, unless specifically requested.
5. The Department acknowledges that the discussions at each Panel meeting, and/or the outcomes as recorded in the meeting minutes, do not necessarily indicate agreement by all Panel members or the areas of interest they represent.
6. In the absence of the Chair, another member will be chosen to chair the meeting by members present.
7. If members are unable to attend a meeting, the Department may elect to seek to resolve issues or gain input from members out of session.
8. At times specialist experts and guests may be invited to attend the meetings to provide presentations and updates or observe the meeting where appropriate. Any requests for attendance at meetings will be considered by the Chair.

## **Staff Liaison**

The Panel will be supported by Department staff, who will provide reports, specialist expertise and sufficient information and data so that the Panel is able to meet its responsibilities.

## **Media Liaison**

There may be times when members of the media seek to interact with members of the Panel. The following guidelines are intended to provide a framework for how to manage these enquiries:

1. Panel members are free and welcome to interact with the media as individuals or representatives of their respective areas of interest – however, comments should not be made on behalf of the Panel.
2. Members of the Panel are not authorised to speak on behalf of the Panel.
3. The Department will not provide contact details for any individual members of the Panel to the media without first seeking their approval.

## **Sitting Fees**

Members will be eligible to claim sitting fees consistent with the Category 2, Level 2 board in accord with BCIS (Boards and Committees Information System) classification:

- Chair - \$64.50/hr
- Member - \$51.50/hr

### **Meeting Papers**

Supporting papers for each meeting will be distributed five calendar days prior to the planned meeting date.

### **Minutes of the Meeting**

Draft meeting minutes will be prepared and provided to Members as soon as possible following the meeting for out of session approval.

### **Conflicts of Interest**

Panel members must declare any conflicts of interest at the start of each meeting. Where members or observers at the Panel meeting are deemed to have a real, or perceived, conflict of interest it may be appropriate that they are excused from committee deliberations on the issue where a conflict of interest exists. Details of any conflicts of interest will be appropriately minuted.

Conflict of interest disclosure is a standing item on all committee meeting agendas.

### **Confidentiality**

Panel members and associated staff members involved in the Panel are to ensure that any confidential information made available to them remains confidential. Items that are confidential in nature will be identified as such in the agenda and papers circulated to members and meeting minutes.

### **Approval/Review**

These Terms of Reference are subject to review by the Panel and approval by the Department at least once every 12 months.