

# Terms of Reference – Terrigal Water Quality Sub-Committee under the Catchments and Coast Committee – Brisbane Water and Gosford Lagoons

## **1. Role**

The Terrigal Water Quality Sub-Committee is established under the Catchments and Coast Committee for Brisbane Water and Gosford Lagoons to review existing information and examine ways to improve water quality at Terrigal Beach and The Haven.

## **2. Membership, Chairperson and Voting**

### *Membership*

Councillors (voting members):

- Councillor Jane Smith (Chair)\*
- Councillor Jeff Sundstrom

Representatives from each of the following organisations will be invited to participate in the sub-committee (voting members):

- Terrigal Haven Supporters Group (2 representatives): Petra Horwood and David Mylan
- Terrigal Sea Urchins Group (1 representative): Nada Pantle
- Central Coast Waterwatch (1 representative): Samantha Willis
- University of Newcastle (1 representative): Troy Gaston
- Department of Planning, Industry and Environment

Additional Representation:

- Members of the current Catchments and Coast Committee are eligible to attend Sub-Committee meetings

Staff holding the following Central Coast Council positions may attend Sub-Committee meetings if required:

- Director Environment and Planning
- Director Roads Transport Drainage and Waste
- Director Water and Sewer
- Unit Manager Waterways and Coastal Protection
- Sectional Manager Coastal Protection
- Section Manager Waterways
- Team Leader Estuary Management
- Waterways Officer

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Council officers will provide professional advice and administrative support as approved by the Unit Manager, Waterways and Coastal Protection. Employees of Council are not subject to the direction of the Sub-Committee, or any members of it. Staff attendance is at the discretion of the Chief Executive Officer.

## *Chairperson*

The Chairperson is a Councillor. The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the Agenda.

## *Convenor*

A Central Coast Council staff position shall be nominated as convenor by the Chief Executive Officer. They will be a staff member responsible for coordinating the preparation of agendas, invitations and minutes (meeting records).

The Unit Manager, Waterways and Coastal Protection shall be the convenor of the Sub-Committee.

## *Voting*

No formal voting rules apply.

As the Sub-Committee has an advisory role, its recommendations are to be made by consensus. Where consensus cannot be reached, a vote may be taken at the request of the Chair. The vote will be carried by a majority of voting members. The minutes would reflect this process.

The Sub-Committee may agree to allow participation in meetings through conference calls and other technology. As no formal voting rules apply, there is no proxy voting.

## **3. Meetings**

- Meetings are held quarterly (for one hour) immediately after the Catchments and Coast Committee meetings.
- Agenda and meeting papers will be distributed to members three days prior to the meeting.
- Conduct, communications and reporting of the Sub-Committee will be the same as for the Catchments and Coast Committee.
- Meetings will be minuted and minutes will be considered for adoption at the following meeting of the Advisory Group, and shall form part of the Advisory Group Minutes reported to Council.

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## **4. Terms**

The initial term of the Sub-Committee will be for a 12 month period following the first meeting.

## **5. Communications and reporting**

The agendas and minutes of the Sub-Committee will be stored as a permanent record of Council. All agendas and minutes will be included in the agendas for the Catchments and Coast Committee – Brisbane Water and Gosford Lagoons.

## **6. Conduct**

Code of Conduct training will be provided to all Sub-Committee members, and must be completed prior to attending a meeting of the Sub-Committee.

Each member of the Sub-Committee will be provided with Council's adopted Code of Conduct and the Conduct of members is expected to be consistent with the principles outlined in the Code of Conduct.

For the avoidance of doubt, members of the Sub-Committee are not permitted to speak to the media or make representations on social media on behalf of the Sub-Committee or Council unless approved by Council.