

# **Wamberal Seawall Advisory Taskforce**

## **Terms of Reference**

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### **Terms of Reference**

The New South Wales Government has established a Wamberal Seawall Advisory Taskforce (W-SAT) to support Central Coast Council to implement a sustainable long-term solution to the coastal erosion issues on Wamberal Beach. This charter sets out the Taskforce's role and responsibility, composition, reporting and administrative arrangements.

### **Role and Responsibility**

- The NSW Government will establish an Advisory Taskforce to help Central Coast Council to progress the implementation of the Gosford Beaches Coastal Zone Management Plan.
- The W-SAT will provide advice and recommendations to both the NSW Government and Central Coast Council on implementation of the protection and sand nourishment option in the certified Coastal Zone Management Plan as it relates to development and implementation of an erosion solution at Wamberal.
- Key areas of focus will include facilitating discussion and resolution of issues within the area of expertise of State Agencies, to assist Central Coast Council and the community to implement protection and sand solutions for Wamberal.
- The Advisory Taskforce will provide a forum for information sharing and problem-solving involving representatives from State Agencies, the Central Coast Council, key stakeholders and the community. It is important that Central Coast Council continue to lead the development of a solution at Wamberal.
- The Chief Executive (General Manager) will be the key point of contact for the Advisory Taskforce within Council and that Council will provide secretariat support for it.

### **Composition and tenure**

The Taskforce will consist of representatives including:

- Independent Chair – Dr Phil Watson. Although Dr Watson is a DPIE employee, he will chair the Advisory Taskforce in an independent capacity in recognition of his significant expertise and international reputation in coastal management. He is not a DPIE representative on the Advisory Taskforce.
- Adam Crouch MP, Member for Terrigal and Parliamentary Secretary for the Central Coast
- The General Manager, or their representative from Central Coast Council
- A representative from the Department of Planning and Environment (Environment, Energy and Science)
- A representative from the Department of Planning and Environment (Planning and Assessment)
- A representative from Department of Planning and Environment (Crown Lands)
- Additional technical experts from the Department of Planning and Environment and Council may attend in an observer capacity as required.

The role of the Taskforce and its Terms of Reference will be reviewed by March 2023.

### **Scope of work**

The scope of the W-SAT will be to advise Council in undertaking the following tasks:

- resolving land ownership and management issues, with assistance and expertise from State Agencies, to help progress implementation of the preferred solution
- devise and socialise a funding and financing model for any proposed erosion solution
- assist with the development assessment and approvals process where State agencies have a statutory role
- identify potential sand nourishment sources and seek priority capital and operational funding required.

### **Reporting Lines**

The Advisory Taskforce will provide minutes of meetings to the Minister for Local Government (if requested) and to Central Coast Council.

### **Secretariat**

Central Coast Council will provide secretariat support to the Taskforce.

The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chair, at least one (1) week before the meeting, and ensure the minutes of the meetings are prepared and maintained.

Minutes to be approved by the Chair and circulated within two (2) weeks of the meeting to each member and committee observers, as appropriate.

### **Publication of meeting minutes and Terms of Reference**

Meeting minutes and the Terms of Reference are to be made publicly available.

### **Meeting Arrangements**

The Taskforce will generally meet on a quarterly basis with meetings to be conducted in May, August and November 2022, and February 2023. Other meetings on a more frequent basis might be necessary to resolve or progress substantive issues in a timely manner.

A quorum for the meetings will constitute a minimum of half the representatives.

Meetings can be held in person, by telephone or by video conference.

Meetings will be restricted to Advisory Taskforce members only, and the Advisory Taskforce may arrange for special guest speakers from time to time, to provide specialist advice or information. Observers may be permitted with the agreement of the Chair.

Decision making will be by consensus, with differing views to be recorded.

Agenda items require a business paper including recommended action and are to be provided to the secretariat one week prior to the meeting.

Guest speakers will be given a time limit on presentations.

A summary of issues, actions and decisions will be recorded.

An action log will be developed and tabled at each meeting.

Meeting records will be circulated to the membership within two weeks of the meeting.

**Confidentiality**

Discussions that occur within the Advisory Taskforce are to be kept confidential.

**Conflicts of interest**

Members will provide respective declarations in relation to any conflicts of interest that would preclude them from being members of the Advisory Taskforce or consider particular issues within a meeting.

Members must declare these conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest will be appropriately minuted.

Where members or observers at meetings are deemed to have a real, or perceived, conflict of interest it may be appropriate that they are excused from deliberations on the issue where a conflict of interest exists.

**Engagement with the Media**

No members of the Advisory Taskforce are authorised to engage with the media about the activities of the Taskforce. Member organisations must comply with their own media policies when commenting about the erosion situation at Wamberal. The Chair must confirm any media contact with the office of the Minister for Local Government prior to making any comment about the work of the Advisory Taskforce.