

# Terms of Reference - Catchments and Coast Committee – Tuggerah Lakes

## 1. Role

Central Coast Council has an adopted Community Strategic Plan and Delivery Plan that will shape all activities and projects over the next four years. Council's Advisory Groups are an important mechanism for consultation, advice and feedback to Council staff on implementation and review of the Community Strategic Plan.

The role of the Catchments and Coast Committee – Tuggerah Lakes (the Advisory Group) is to advise Council and staff on all matters relating to Council's responsibilities in relation to sustainable management of its coastal, estuarine, waterways, catchment and flood liable areas.

## 2. Responsibilities

The Advisory Group is responsible for providing advice and feedback to Council and staff on:

- Ensuring that current community values are considered in the development of local floodplain risk, estuary and coastal zone management planning
- Identify the flood, coastal and estuary health problem areas to be assessed and provide input into known hazard behaviour
- In undertaking the Advisory Group's duties, include sustainable climate change adaptation actions based upon widely accepted, competent scientific opinion. In the implementation of this duty ensure consistency with Council's Climate Change Policy
- Support and promote public education and other community focused programs essential to the long-term viability of the flood, estuary and coastal zone risk management plans
- Monitoring and assessing the effectiveness of local management plans during and after their implementation
- Promoting linkages and co-operation between the community, Council, State and Federal Governments, and other key stakeholders in the development and implementation of coastal, estuarine, catchment and floodplain management studies and plans
- Advising on associated funding, capital works, maintenance and operations, environmental protection, social and economic opportunities, financial sustainability, planning instruments, land management, community education, or associated policies, strategies or legislation
- Support, promote and liaise with relevant authorities in the development of emergency management and catchment management strategies

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## 3. Membership, Chairperson and Voting

### *Membership*

Councillors:	Councillor Greenaway	Voting Member
	Councillor Pilon	Voting Member
	Councillor Smith*	Voting Member
	Councillor Vincent (Chair)	Voting Member

Community Members:	Mr Michael Campbell	Voting Member
	Mr Doug Darlington	Voting Member
	Mr Robert Davies	Voting Member
	Mr Graham Hankin	Voting Member
	Ms Marlene Pennings	Voting Member
	Ms Samantha Willis	Voting Member

### Additional Representation (non-voting):

- Representatives from the NSW Department of Planning, Industry and Environment (x2)

### Participation by invitation:

- NSW State Emergency Service
- NSW Department of Primary Industries (Fishing and Aquaculture)
- Hunter Local Land Services
- NSW Land and Property Information
- NSW Roads and Maritime Services
- Local Aboriginal Community Representative
- Commercial Fishing Representative

Community representatives shall be appointed by resolution of Council following advertisement for nominations. Nominations are to be in writing and will be circulated in full to Councillors for evaluation and consideration. The Advisory Group is not involved in the evaluation or selection process, this is a matter for Council.

The staff holding the following Central Coast Council positions may attend Advisory Group meetings:

- Director, Environment and Planning
- Unit Manager, Waterways and Coastal Protection
- Sectional Manager, Coastal Protection
- Section Manager, Waterways

\*Updated to reflect 23 September 2019 Mayoral election (page 2)

\*\* Updated to reflect Council resolution 1115/19 from 11 November 2019 meeting (page 4)

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Council officers will provide professional advice and administrative support. Employees of the Council are not subject to the direction of the Advisory Group or any members of it. Staff attendance is at the discretion of the Chief Executive Officer.

Non-staff members are appointed to the Advisory Group for the remainder of the current Council term, although membership can be altered at any time by a resolution of Council.

Membership can be withdrawn by resolution of Council.

If a member misses three consecutive meetings without apology, their membership may be withdrawn and their position deemed vacant.

## *Casual Vacancy*

A casual vacancy is caused by the resignation or death of a member or the withdrawal of membership. To fill a casual vacancy:

- The Advisory Group staff contact will report the vacancy to the Advisory Group and then to the next available Council meeting.
- If the member was nominated as a representative of an organisation, it will be recommended that the organisation be invited to nominate a replacement member.
- If the member was nominated as an individual, the original expressions of interest will be reviewed to identify an appropriate replacement member.
- Where there are no appropriate alternate nominations, expressions of interest will be called for to replace the member.
- Where the vacancy occurs within nine months of the end of the term of the Advisory Group the vacancy will not be filled.

## *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.

It is not necessary that the Chairperson be a member of the Advisory Group.

Where the Mayor is appointed to be a delegate to an Advisory Group it is not necessary that the Mayor be the Chairperson.

## *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.

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The Unit Manager, Waterways and Coastal Protection shall be the convenor of the Catchments and Coast Committee – Tuggerah Lakes.

## *Voting*

No formal voting rules apply.

As the Advisory Group 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 will reflect this process.

Council is the decision making body and the Advisory Group provides recommendations for consideration.

The Advisory Group may agree to allow participation in meetings through conference calls and other technology.

As no formal voting rules apply, there is no proxy voting. The Quorum for a meeting is half the voting non-Councillor representatives and at least two Councillors. However the Chairperson shall use their discretion to determine if a meeting should be postponed due to insufficient members being able to attend.

## 4. Meetings

- Meetings are held bi-monthly
- The Chairperson has the authority to call additional meetings
- The Agenda and meeting papers will be distributed to members at least three days prior to the meeting
- Meetings will be recorded by the taking of minutes. The minutes are a record of agreed outcomes and do not record discussion.

## 5. Communications and reporting

The agendas and minutes of the Advisory Group will be stored as a permanent record of Council. All agendas and minutes will be published on Council's website.

Where the Advisory Group recommends an action that is outside the delegation of staff to determine a report will be provided to Council.

Staff will prepare the report that recommends that the Council note the minutes of the Advisory Group. Reporting of Advisory Group recommendations to Council will be reported as Committee Recommendations without change. Staff will also provide professional commentary on the Advisory Group's recommendation where appropriate, and provide a staff recommendation which

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may or may not align to that of the Group. The Council may, at its discretion, resolve to adopt some or all the Advisory Group's recommendations and advice.

Where the Advisory Group has not recommended an action the minutes will be reported to Council as an Information Report only.

## 6. Conduct

Members of the Advisory Group will be provided with Council's adopted Code of Conduct. Conduct of members is expected to be consistent with the principles outlined in the Code of Conduct.

Members of the Advisory Group are not permitted to speak to the media or make representations on social media on behalf of the Advisory Group or Council unless approved by Council.