

Terms of Reference

Northern / Central / Southern

Coastal Management

Program Advisory

Committees

Adoption Date:	20/07/2020
Amendment Date:	6/10/2020, 11/05/2021, 1/08/2022, 26/09/2022, 5/12/2022
Minute Number:	MIN20.479, MIN20.736, MIN21.257, MIN22.509, MIN22.673, MIN22.937
Review Date:	01/12/2024
Directorate:	City Development
Record Number:	POL22/197

Northern Coastal Management Program Advisory Committee

1. Purpose

The principal objective of the North Coastal Management Program Advisory Committee is to assist Shoalhaven City Council in the development and implementation of one or more Coastal Management Programs for the northern area of the Council. This will need to be in accordance with the NSW Coastal Management Manual. The northern area applies to the following coastal areas and estuaries:

- All Council managed beaches from Seven Mile / Berry Beach to the most northern coastal boundary of the Shoalhaven LGA, to the southern end of Warrain / Currarong Beach
- Shoalhaven River Estuary
- Broughton Creek
- Crookhaven River/Curleys Bay
- Lake Wollumboola
- Shoalhaven Urban and Rural estuaries

2. Interpretation

For the purpose of this document:

Member means a member of the committee

CMP means Coastal Management Program

Committee means Northern Coastal Management Program Advisory Committee

Council means Shoalhaven City Council

Chairperson / Chair means the chairpersons of the Committee

Elected members means the elected Councillors of Shoalhaven City Council

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

4. Role of the Committee

- a) To assist the Council in the development and implementation of the CMPs for the areas relevant to 'Purpose' (see above).

- b) To assist the Council monitoring and assessing the effectiveness of the CMPs during and after their implementation.
- c) To assist the Council by providing input into known coastal event(s) and erosion behaviour; and
- d) Facilitate broader community consultation and participation in coast and estuary management through informing and liaising with member community groups.

5. Delegations

Advisory committees may make recommendations to Council on all matters within the role outlined above. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial issues and recommendations (possibly including expenditure) raised by the advisory committee will be reported to Council by a separate report from the Manager – Environmental Services.

The committee does not have the power to incur expenditure, or the power to bind Council.

6. Membership

The Committee will be chaired by a Councillor, elected by Council. The committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

- Appointed Chair (Councillor)
- Elected members of Council
- Chief Executive Officer or nominee
- Community representatives (6)
- Department of Planning and Environment (DPE) representatives
- Transport for NSW (TfNSW) representatives
- New South Wales State Emergency Services (NSW SES) representatives
- Local Aboriginal Land Council (LALC) representatives
- Other relevant government agency representatives

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

Councillors Representatives

Council appoints one (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

Local Representatives

Following an expression of interest process, the Chief Executive Officer appoints a maximum of four (4) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) indigenous representative, that meet the following criteria:

- A broad interest, knowledge and understanding of coastal management and the areas within the committee's jurisdiction.
- A commitment to coastal management in the nominated Council area; and
- Local resident or businessperson living or working in or near a coastal area.

Local community representatives have voting rights.

Community Member Appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a three (3) year term with a set commencement and finish date. Vacancies which are filled during the committee's term will have the same finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process; and
- An assessment panel consisting of a Council staff member (Manager – Environmental Services), the Chairperson of the Committee and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council. Each member of the assessment panel will vote on recommendations with a majority ruling.

Council Officers

Council officers attend meetings to provide specialist professional advice in engineering, strategic planning, development assessment and environmental management. Council officers do not have voting rights.

Government Agencies

The Chief Executive Officer (or nominee) invites a range of State Government agencies to nominate representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise however, are non-voting members.

Chair and Deputy Chair

Council appoints one (1) Councillor to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the members elect a Chair for that meeting.

Terms of Office

The term of the Chair will be one (1) year which will be reviewed annually in September. Councillors continue as members of the Committee until the next Local Government election, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

7. Committee Meetings

Agenda

The agenda will be developed by the Director – City Development with support from the Manager – Environmental Services in view of the prevailing issues. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to approval of the Chair and the Director – City Development.

Quorum

Three (3) provided that a minimum of one (1) Councillor as chair or acting chair with voting rights and two (2) community representatives are present. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

It is expected that the committee, and any working group, develop recommendations by consensus. If voting is required, the Chair has a casting vote. Any votes against will be recorded in the minutes.

Meeting Schedule

In general, meeting frequency should be conducted on an as required basis.

Minutes

The Committee provides advice to the Council for consideration. The Committee's advice is posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

Confidentiality And Privacy

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Communication

In relation to the communication function of the Committee, the following applies:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.

- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes; and
- The Chair of the Committee is the point of contact for communication between Committee members and Council staff.

8. Code of Conduct

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

9. Document Control

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.

Central Coastal Management Program Advisory Committee

1. Purpose

The principal objective of the Central Coastal Management Program Advisory Committee is to assist Shoalhaven City Council in the development and implementation of one or more Coastal Management Programs for the central area of the Council. This will need to be in accordance with the NSW Coastal Management Manual. The central area applies to the following coastal areas and estuaries:

- All Council managed beaches from Callala Bay in the north, to Cunjurong Point in the South
- St Georges Basin
- Jervis Bay
- Currumbene Creek
- Moona Moona Creek
- Currarong Creek
- Callala Creek
- Sussex Inlet
- Swan Lake
- Berrara Creek
- Shoalhaven Urban and Rural estuaries

2. Interpretation

For the purpose of this document:

Member means a member of the committee

CMP means Coastal Management Program

Committee means Central Coastal Management Program Advisory Committee

Council means Shoalhaven City Council

Chairperson / Chair means the chairpersons of the Committee

Elected members means the elected Councillors of Shoalhaven City Council

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

4. Role of the Committee

- a) To assist the Council in the development and implementation of the CMPs for the areas relevant to 'Purpose' (see above).
- b) To assist the Council monitoring and assessing the effectiveness of the CMPs during and after their implementation.
- c) To assist the Council by providing input into known coastal event(s) and erosion behaviour; and
- d) Facilitate broader community consultation and participation in coast and estuary management through informing and liaising with member community groups.

5. Delegations

Advisory committees may make recommendations to Council on all matters within the role outlined above. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial issues and recommendations (possibly including expenditure) raised by the advisory committee will be reported to Council by a separate report from the Manager – Environmental Services.

The committee does not have the power to incur expenditure, or the power to bind Council.

6. Membership

The Committee will be chaired by a Councillor, elected by Council. The committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

- Appointed Chair (Councillor)
- Elected members of Council
- Chief Executive Officer or nominee
- Community representatives (6)
- Department of Planning and Environment (DPE) representatives
- Transport for NSW (TfNSW) representatives
- New South Wales State Emergency Services (NSW SES) representatives
- Local Aboriginal Land Council (LALC) representatives
- Other relevant government agency representatives

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

Councillors Representatives

Council appoints one (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

Local Representatives

Following an expression of interest process, the Chief Executive Officer appoints a maximum of four (4) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) indigenous representative, that meet the following criteria:

- A broad interest, knowledge and understanding of coastal management and the areas within the committee's jurisdiction.
- A commitment to coastal management in the nominated Council area; and
- Local resident or businessperson living or working in or near a coastal area.

Local community representatives have voting rights.

Community Member Appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a three (3) year term with a set commencement and finish date. Vacancies which are filled during the committee's term will have the same finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process; and
- An assessment panel consisting of a Council staff member (Manager – Environmental Services), the Chairperson of the Committee and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council. Each member of the assessment panel will vote on recommendations with a majority ruling.

Council Officers

Council officers attend meetings to provide specialist professional advice in engineering, strategic planning, development assessment and environmental management. Council officers do not have voting rights.

Government Agencies

The Chief Executive Officer (or nominee) invites a range of State Government agencies to nominate representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise however, are non-voting members.

Chair and Deputy Chair

Council appoints one (1) Councillor to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the meeting elects a Chair of the meeting.

Terms of Office

The term of the Chair will be one (1) year which will be reviewed annually in September. Councillors continue as members of the Committee until the next Local Government election, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

7. Committee Meetings

Agenda

The agenda will be developed by the Director – City Development with support from the Manager – Environmental Services in view of the prevailing issues. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to approval of the Chair and the Director – City Development.

Quorum

Three (3) provided that a minimum of one (1) Councillor as chair or acting chair with voting rights and two (2) community representative are present. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

It is expected that the committee, and any working group to develop recommendations by consensus. If voting is required, the Chair has a casting vote. Any votes against will be recorded in the minutes.

Meeting Schedule

In general, meeting frequency should be conducted on an as required basis.

Minutes

The Committee provides advice to the Council for consideration. The Committee's advice is posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

Confidentiality And Privacy

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Communication

In relation to the communication function of the Committee, the following applies:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes; and
- The Chair of the Committee is the point of contact for communication between Committee members and Council staff.

8. Code of Conduct

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

9. Document Control

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.

Southern Coastal Management Program Advisory Committee

1. Purpose

The principal objective of the Southern Coastal Management Program Advisory Committee is to assist Shoalhaven City Council in the development and implementation of one or more Coastal Management Programs for the southern area of the Council. This will need to be in accordance with the NSW Coastal Management Manual. The southern area applies to the following coastal areas and estuaries:

- All Council managed beaches from Lake Conjola entrance in the north, reaching to the southern boundary of the Shoalhaven LGA in the south – North Durras Beach.
- Lake Conjola
- Narrawallee Creek
- Mollymook
- Ulladulla
- Burrill Lake
- Lake Tabourie
- Lake Willinga
- Shoalhaven Urban and Rural estuaries

2. Interpretation

For the purpose of this document:

Member means a member of the committee

CMP means Coastal Management Program

Committee means Southern Coastal Management Program Advisory Committee

Council means Shoalhaven City Council

Chairperson / Chair means the chairpersons of the Committee

Elected members means the elected Councillors of Shoalhaven City Council

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

4. Role of the Committee

- a) To assist the Council in the development and implementation of the CMPs for the areas relevant to 'Purpose' (see above).
- b) To assist the Council monitoring and assessing the effectiveness of the CMPs during and after their implementation.
- c) To assist the Council by providing input into known coastal event(s) and erosion behaviour; and
- d) Facilitate broader community consultation and participation in coast and estuary management through informing and liaising with member community groups.

5. Delegations

Advisory committees may make recommendations to Council on all matters within the role outlined above. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial issues and recommendations (possibly including expenditure) raised by the advisory committee will be reported to Council by a separate report from the Manager – Environmental Services.

The committee does not have the power to incur expenditure, or the power to bind Council.

6. Membership

The Committee will be chaired by a Councillor, elected by Council. The committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

- Appointed Chair (Councillor)
- Elected members of Council
- Chief Executive Officer or nominee
- Community representatives (6)
- Department of Planning and Industry (DPE) representatives
- Transport for NSW (TfNSW) representatives
- New South Wales State Emergency Services (NSW SES) representatives
- Local Aboriginal Land Council (LALC) representatives
- Other relevant government agency representatives

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

Councillors Representatives

Council appoints one (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

Local Representatives

Following an expression of interest process, the Chief Executive Officer appoints a maximum of four (4) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) indigenous representative, that meet the following criteria:

- A broad interest, knowledge and understanding of coastal management and the areas within the committee's jurisdiction.
- A commitment to coastal management in the nominated Council area; and
- Local resident or businessperson living or working in or near a coastal area.

Local community representatives have voting rights.

Community Member Appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a three (3) year term with a set commencement and finish date. Vacancies which are filled during the committee's term will have the same finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process; and
- An assessment panel consisting of a Council staff member (Manager – Environmental Services), the Chairperson of the Committee and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council. Each member of the assessment panel will vote on recommendations with a majority ruling.

Council Officers

Council officers provide specialist professional advice in engineering, strategic planning, development assessment and environmental management. Appointed Council officers do not have voting rights.

Government Agencies

The Chief Executive Officer (or nominee) invites a range of State Government agencies to nominate representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise however, are non-voting members.

Chair and Deputy Chair

Council appoints one (1) Councillor to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the meeting elects a Chair of the meeting.

Terms of Office

The term of the Chair will be one (1) year which will be reviewed annually in September. Councillors continue as members of the Committee until the next Local Government election, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

7. Committee Meetings

Agenda

The agenda will be developed by the Director – City Development with support from the Manager – Environmental Services in view of the prevailing issues. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to approval of the Chair and the Director – City Development.

Quorum

Three (3) provided that a minimum of one (1) Councillor as chair or acting chair with voting rights and two (2) community representative are present. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

It is expected that the committee, and any working group to develop recommendations by consensus. If voting is required, the Chair has a casting vote. Any votes against will be recorded in the minutes.

Meeting Schedule

In general, meeting frequency should be conducted on an as required basis.

Minutes

The Committee provides advice to the Council for consideration. The Committee's advice is posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

Confidentiality And Privacy

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Communication

In relation to the communication function of the Committee, the following applies:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes; and
- The Chair of the Committee is the point of contact for communication between Committee members and Council staff.

8. Code of Conduct

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

9. Document Control

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.