

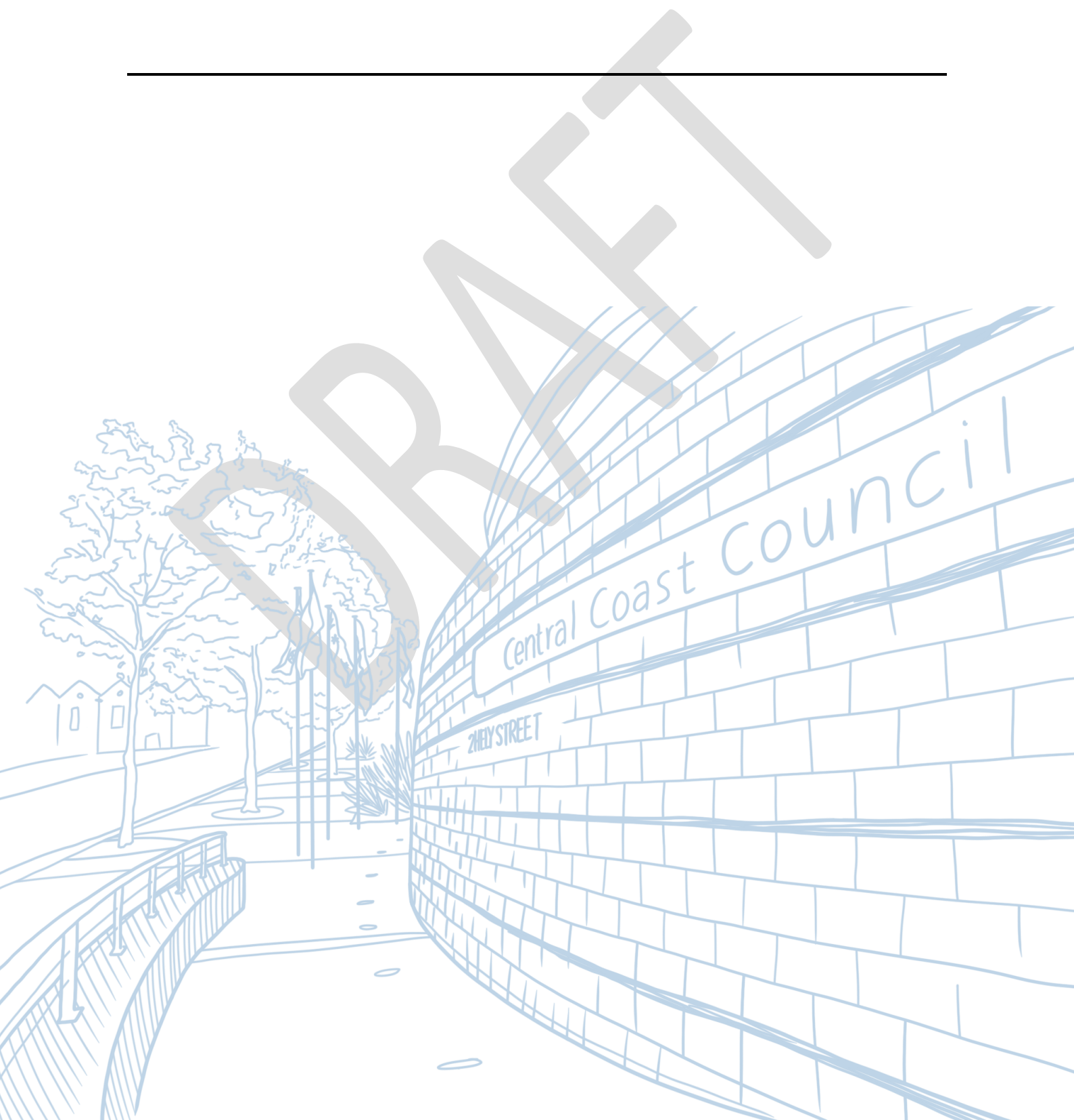
Central Coast Council

Draft Terms of Reference

Coastal, Estuary and Floodplain Risk Management Sub-Committee

Date Adopted: 01/7/2025

Revision: 1.0 Final



a) Coastal, Estuary and Floodplain Risk Management Sub-Committee

1. Purpose

- 1.1. The Sub-Committee will operate for the term of the current Council (the Council elected via the 2024 NSW Local Government elections) unless otherwise resolved by Council to terminate earlier.
- 1.2. The purpose of the Sub-Committee is to consider, monitor, and advise on matters relating to the management of coastal areas, estuaries, and floodplains within the Central Coast local government area. It will provide relevant advice for the consideration of Council via the Environment and Planning Committee of Council.
- 1.3. The Sub-Committee will also serve as a Local Floodplain Risk Management Committee as described in the NSW Government's Flood Risk Management Manual 2023

2. Scope

- 2.1. The Sub-Committee may provide advice, input, and feedback on matters relating to the management of coastal areas, estuaries, and floodplains within the Central Coast local government area, including:
 - 2.1.1. Short, medium, and long-term management of coastal, estuarine, and floodplain areas
 - 2.1.2. Issues related to pollution risks and water quality management.
 - 2.1.3. Flood risk management and mitigation strategies including Flood Studies and Floodplain Risk Management Plans.
 - 2.1.4. Environmental health and sustainability of coastal and estuarine ecosystems
 - 2.1.5. Development and implementation of Coastal Management Programs for the Central Coast.

3. Establishment and Membership

- 3.1. The Sub-Committee is established under the Environment and Planning Committee of Council and will report to the parent standing committee for consideration of outcomes.
- 3.2. The voting members of the committee shall be:
 - 3.2.1. The Mayor.
 - 3.2.2. Councillors nominated by resolution of Council.
 - 3.2.3. Independent community representatives (up to a maximum of 3) as nominated by resolution of Council
- 3.3. The Sub-Committee shall aim to make decisions by consensus when possible, however if voting on a motion put to a meeting of the Sub-Committee is equal, the Chairperson of the meeting shall have a casting vote as well as an original vote.
- 3.4. In addition to members, the following people shall be permitted to attend and participate in Committee meetings as observers:
 - 3.4.1. Any other Councillor
 - 3.4.2. Chief Executive Officer and Council officers as determined by the CEO.
 - 3.4.3. External representatives listed in section 3.7 of these Terms of Reference.
- 3.5. Observers will be entitled to sit with members and participate in all aspects of the Sub-Committee with the exclusion of voting on items not determined by consensus.

- 3.6. Members are appointed by Council for the duration of the sub-committee (for a period of 2 years from the first meeting).
- 3.7. Representatives from the following government agencies, academia, research bodies and industry will be invited by the CEO to join the Sub-Committee as subject matter experts and advisors, to provide technical information and advice to the Sub-Committee in relation to agenda items, or for matters that are otherwise more generally within the scope of the Sub-Committee's functions. These bodies will not have voting rights.
 - 3.7.1. NSW State Emergency Service
 - 3.7.2. Transport for NSW (Maritime Division)
 - 3.7.3. Central Coast Local Lands Services (LLS)
 - 3.7.4. NSW Department of Primary Industries and Regional Development, Fisheries Division
 - 3.7.5. Department of Planning, Housing and Infrastructure, Crown Lands Division
 - 3.7.6. NSW Department Climate Change, Energy, Environment and Water – Coast, Estuary and Flooding
 - 3.7.7. National Parks and Wildlife
 - 3.7.8. NSW Environment Protection Authority
 - 3.7.9. University of Newcastle
 - 3.7.10. Other representatives as required at the invitation of the Chairperson

4. Delegation

- 4.1. The following delegations will apply to the Sub-Committee:
 - 4.1.1. The Sub-Committee may make recommendations to Council on all relevant business presented before it. Such recommendations will be presented to the Environment and Planning Committee of Council for consideration in a report prepared by Council officers.

5. Chairperson

- 5.1. The Chairperson is to be determined by Council when considering membership of the Sub-Committee.
- 5.2. The role of chairperson is as described in the Code of Meeting Practice.
- 5.3. In relation to any procedural matter, the ruling of the Chairperson is final.
- 5.4. In the absence of the Chairperson the committee will elect a chairperson as the first item of business.
- 5.5. Should the Chairperson resign from the role of Chairperson, or cease to continue the role of Chairperson for other reasons, appointment of a new Chairperson would occur in accordance with item 5.1
- 5.6. The Chairperson is to have precedence at meetings and shall determine the order of proceedings, generally as set out in the agenda.

6. Co-ordinator

- 6.1. The CEO will assign a Council officer to perform the role of Coordinator.
- 6.2. The Coordinator is responsible for general management of the Sub-Committee and shall review and approve meeting agendas and minutes in consultation with the Chairperson.

7. Secretary

7.1. The CEO will assign a Council official to perform the role of Secretariat.

8. Meetings

- 8.1. A suitable meeting place and facilities will be made available by Council for the conduct of meetings.
- 8.2. Meeting dates are set annually to assist in forward planning. Meetings will generally be held each quarter on a Tuesday during business hours at the Council Administration Building at 2 Hely Street Wyong, unless otherwise notified. Meetings are expected to take approximately 2 hours, however occasionally may take longer.
 - 8.2.1. Meetings may be held in-person, remotely, or hybrid format as agreed by the members.
 - 8.2.2. If consensus cannot be met regarding the format of the meeting, the Chairperson and Co-ordinator will decide how the members will meet – in-person, remotely, or hybrid.
- 8.3. The Committee may call an extraordinary meeting following the process outlined in the Code of Meeting Practice.
- 8.4. The Sub-Committee will be conducted in accordance with the Code of Meeting Practice and the Code of Conduct.
- 8.5. Records of the meeting will be made publicly available.

9. Meeting Attendance

- 9.1. A quorum shall be the majority of Councillor members (excluding the Mayor) and community representative members (i.e., half plus one, rounded down to the nearest whole number)
- 9.2. Members are expected to attend all meetings and actively participate in discussions where possible.
- 9.3. Apologies for non-attendance must be submitted to the Civic Support team at least 24 hours before a meeting, otherwise a Sub-Committee member will be recorded as absent.
- 9.4. Sub-Committee members (other than the Mayor) cease to be a member of the Sub-Committee if:
 - 9.4.1. The member has been absent from three consecutive meetings of the Sub-Committee without having given reasons acceptable to the Sub-Committee for the member's absences; or
 - 9.4.2. The member has been absent from at least half of the meetings of the Sub-Committee held during the immediately preceding year without having given to the Sub-Committee acceptable reasons for the member's absences.
- 9.5. Sub-Committee members may resign from their position at any time by notifying the Chairperson in writing.
- 9.6. Members must become familiar with the relevant legislation, Code of Meeting Practice and Code of Conduct. The Coordinator can provide support to assist with this process.
- 9.7. Members are expected to familiarise themselves with the items on the Business Paper and read all material before each meeting.
- 9.8. Code of Conduct training must be completed by all members prior to attending a meeting.
- 9.9. Members are required to maintain the security of any confidential or personal information that is shared with them in the performance of their role on the Sub-Committee.
- 9.10. Individual members (whether Councillor or Community members) are not permitted to make representations on behalf of the group or Council unless otherwise approved by Council.

- 9.11. A breach of Council's Code of Conduct may result in the cancellation of membership.

10. Business Paper and Minutes

- 10.1. The Business Paper will be prepared in a format aligned to Council's Business Paper and as required in the Code of Meeting Practice.
- 10.2. The Business Paper will be distributed a minimum of three business days prior to the meeting date.
- 10.3. The minutes and associated recommendations of each meeting shall be submitted to the Environment and Planning Committee of Council for consideration. The parent committee will determine any recommendations to be presented to Council.
- 10.4. Minutes of all meetings will be retained in the electronic document management system of Council.
- 10.5. The minutes shall contain:
 - 10.5.1. Description of the meeting, date, time, and venue at which the meeting was held,
 - 10.5.2. A list of persons present.
 - 10.5.3. Notation of adoption of minutes from previous meeting
 - 10.5.4. Whether there was business arising from the minutes
 - 10.5.5. Notation of reports, correspondence, and recommendations
 - 10.5.6. Time meeting closed, date and venue for next meeting.

11. Term

- 11.1. The Sub-Committee will operate for the term of Council (as also described in item 1.1), unless otherwise resolved by Council to terminate earlier.
- 11.2. Council may amend the term of the Sub-Committee by resolution.
- 11.3. All sub-committees will be dissolved at the conclusion of the current term of Council. Meetings will not occur during the caretaker period before a local government election.

12. Criteria for Community Representation

- 12.1. The Sub-Committee is limited to a maximum of 3 independent community members (non-Councillors) who represent the views of the broader community.
- 12.2. The appointment of independent community members to the Sub-Committee is for the term of the Sub-Committee as described in item 11.1.
- 12.3. The Coordinator of the Sub-Committee will prepare a report shortlisting eligible community candidates, ensuring representation from the community reflects geographic diversity, and competence across the range of issues the Sub-Committee addresses, such as flooding, estuary management, coast management.
- 12.4. Selection of the community representatives is to be determined by the Council members of the committee.
- 12.5. Selection and Appointment of Community Members:

The community members selected shall be representatives of the Central Coast community. A formal expression of interest and evaluation process will be conducted to identify the preferred nominees.

The selection criteria will be based on skills, knowledge, and experience in one or more of the following:

- 12.5.1. Coastal management and engineering, coastal erosion, and community values of the open coast.
- 12.5.2. Estuary Management, Water quality, habitat, biodiversity, foreshore and streambank protection, and community values of waterways, including tourism, boating, fishing, and aquaculture.
- 12.5.3. Flood risk management: hydrology, flood modelling, land use planning, engineering, flood mitigation, emergency response planning, and community values and development on the floodplain.
- 12.5.4. Community education, awareness, and participation.
- 12.5.5. Communication, collaboration, governance, and project management.

