

# **CHARTER**

## **TUGGERAH LAKES ESTUARY, COASTAL AND FLOODPLAIN MANAGEMENT COMMITTEE**

### **1 MEMBERSHIP**

- 4 Councillors (the Mayor is a member of all Committees and if in attendance will be the Chairperson or a Councillor will be the Deputy Chairperson)
- 1 Wyong Shire Council - Manager Natural Resources/Sustainability
- 1 Wyong Shire Council – Manager Estuary Management
- 1 Wyong Shire Council – Senior Planning Engineer (Hydrology)
- 1 representative from each of the following community groups:
  - i Conservation Groups
  - ii Commercial Fishing Association
- 10 Community members made up as follows:
  - 1 valley resident
  - 1 Coastal resident, Shelley Beach to Bateau Bay
  - 1 Coastal resident, Budgewoi / Norah Head
  - 3 Shire residents with interest in estuary and coastal management
  - 1 resident with interest in lakeshore issues, Tuggerah lakes
  - 1 resident with an interest in management of the coastline and intertidal zone
  - 2 representatives with interest in flooding issues
  - 1 representative from the local aboriginal community
  - 1 representative from Delta Electricity
  - 1 representative from State Emergency Services (Police and Emergency Services NSW)
  - 1 representative from Department of Lands (Department of Services, Technology & Administration)
  - 4 representatives from Department of Environment, Climate Change and Water
    - i 1 representative for Coastal and Estuary Management issues
    - ii 1 representative for Floodplain Management issues
    - iii 1 representative from the Hunter Central Rivers Catchment Management Authority
    - iv 1 representative for National Parks and Wildlife Management issues.
  - 1 representative from Department of Primary Industries, Fisheries (Industry and Investment)
  - 1 representative from NSW Maritime (Transport and Infrastructure)

### **2 PURPOSES AND OBJECTIVE:**

To promote a more sustainable Shire through the development and implementation of balanced Estuary, Coastal and Floodplain Management Plans.

Issues upon which the Committee should advise Council include:

### **Estuary management**

- the development, implementation and administration of an Estuary Management Plan for the Tuggerah Lakes;
- appropriate capital works programs for the Tuggerah Lakes system;
- ongoing annual maintenance programs for the Tuggerah Lakes system;
- appropriate funding programs for works and services;
- Tuggerah Lakes ecology and systems dynamics;

### **Floodplain management**

- The development, implementation and administration of Floodplain Risk Management Plans;
- Floodplain Risk Management Strategies consistent with the Floodplain Risk Management Plans;
- Flood Emergency Management; and
- Impact of significant flooding events.

### **Coastline management**

- The development, implementation and administration of Coastline Risk Management Plans and Hazard assessment;
- The development and implementation of Wyong's Coastline Management Plan and study; and
- Implications of significant erosion and storm events on coastal attributes.

### **Sustainability issues**

- impact of Council's water supply and sewerage management policies;
- impact of Council's urban runoff management policies and practices;
- groundwater use and pollution
- implications of urban runoff;
- implications of industrial runoff;
- implications of agricultural runoff;
- water quality management;
- water uses ("beneficial use" categories);
- power stations;
- interaction between water and land management and social, economic and environmental aspects.
- the management of the off-shore zone known as the inter-tidal habitat; and
- Impacts of Climate Change.

### **Social and Economic Components**

- the cost of environmental quality protection and enhancement applied to development;
- the cost of meeting environmental management objectives including capital, operational, maintenance and life cycle costs'
- responsibility for, and costs to be borne by various sections/agencies;
- potential funding processes;
- community expectations and attitudes to holistic environmental management;
- community awareness of the effects of its activities and behaviour on the Tuggerah Lakes environment;
- community education and change behaviour to improve environmental management of the lakes and their catchments.

To report to Council any matters relating to the Central Coast Moving Forward Plan (CCMF).

### **3 MEETING TIMEFRAMES**

The interval between meetings will not exceed three months but will usually be monthly except January each year. Notification will be given by the Chairperson at least one week in advance together with a copy of the proposed agenda.

### **4 DECISION MAKING PROCEDURES**

As a formally constituted committee of Council, reports are to be submitted to the General Manager and, where the General Manager determines Council input is required, to the Council. The committee has no delegated powers from Council.

### **5 QUORUM**

A quorum shall consist of 10 delegates.

If for any reason a quorum is not present within half an hour of the scheduled commencement of the meeting, the meeting shall be rescheduled.

If, before the scheduled meeting date, the Chairperson has knowledge that a quorum will not be present, the Chairperson shall reschedule the meeting for another time.

### **6 COMMITTEE MEMBERS' NON-ATTENDANCE AT MEETINGS**

Committee members are expected to attend all Committee meetings.

Where a representative fails to attend three successive meetings without submitting a satisfactory explanation, the organisation that that person represents will be requested to replace its representative.

### **7 EXPENSES OF COMMITTEE MEMBERS**

Each participating organisation with membership of the Committee shall meet all costs of their members participation and attendance at Committee Meetings.

### **8 NON-MEMBERS' ATTENDANCE AT COMMITTEE MEETINGS**

Persons other than Committee members/alternates shall be permitted to attend meetings subject to:

- a Prior agreement at the previous meeting, if the invitee is known, or
- b Agreement by the Chairperson.

Such person may be requested to provide input by virtue of having special knowledge or information for the benefit of members, or may come as an observer, in which case no contribution is allowed.

Permission to attend the meeting can be withdrawn at any time by the Chairperson.

## **9 VACANCY**

If for any reason a vacancy is created, the position shall be filled by nomination from the affected organisation as soon as practicable after the vacancy has occurred.

## **10 CHAIRPERSON**

The Chairperson will be the Mayor or the designated Councillor/alternate. In the absence of the Chairperson/alternate, the Manager, Estuary Management will be the Chairperson, and in his/her absence, the meeting may continue on an informal basis only.

## **11 SECRETARY**

The position shall be filled by a Councillor Services staff member.

A suitable meeting place and facilities will be made available by Council for the conduct of Committee meetings.

## **12 AGENDA**

All agenda items shall be submitted to the Council 14 days before the meeting. Members submitting items should ensure the content is given in sufficient detail to assist members understand the issues raised, or by providing additional supporting information.

If a Committee member wishes to raise an urgent/late item that is not on the agenda, it is at the Chairperson's discretion to determine the appropriate manner for dealing with the matter.

## **13 MINUTES**

Minutes of all ordinary/extraordinary Committee meetings will be kept in the Corporate Information filing system.

The Secretary is responsible for recording the minutes, which shall contain:

- a Description of the meeting (i.e. name of Committee, ordinary meeting, etc.), date, time and venue at which the meeting was held.
- b A list of persons present.
- c Notification of endorsement of minutes from previous the meeting.
- d Whether there was business arising from the minutes.
- e Notation of reports or correspondence.
- f items of general business.
- g Time meeting closed, date and venue for next meeting.

## **14 PROCEDURE FOR CHANGING THE CHARTER**

- a Council may amend the Charter by resolution.
- b The following procedures shall apply for the Committee to amend the Charter.
  - i Any proposed changes to the Charter shall be submitted to the Committee Secretary at least 21 days before any Committee meeting so that notice may be given to all members at least 14 days in advance of any meeting.
  - ii Any proposed changes will require the support of the majority of the Committee membership.
  - iii Proposed amendments to the Charter can be effective only after approval by the Council.

Any requests from Council management to amend the charter shall be directed to the management representative for submission to the Committee.

## **15 TERM**

The Committee will report to the Council and cease operation on 1 September 2012.

The Committee will cease to operate before 1 September 2012 if Council adopts a review of the Committee by the General Manager which indicates that the Committee is either not fulfilling or is in breach of its Charter.

Established	31 May 1995
Reports to	Council
File Reference	F2004/07986
Reviewed	August 2009
Review details	Clause 1 – amendment to member numbers Clause 2 – clarification and expansion of info Addition of Clauses 3 and 5 to 13