

CHARTER

TUGGERAH LAKES ESTUARY, COASTAL AND FLOODPLAIN MANAGEMENT COMMITTEE

1. MEMBERSHIP

Voting Members (7)

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| 1 | Mayor | (If in attendance will be the Chairperson) |
| 3 | Councillors | (One to Chair if Mayor is not present) |
| 3 | Community Members | |

Regular Non-Voting Members (5)

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|---|---------------------------|--|
| 2 | OEH Representatives | (NSW Office of Environment and Heritage) |
| 3 | Wyong Shire Council Staff | (Estuary, Coastal & Floodplain) |

Irregular Non-Voting Representatives (by specific invitation when a relevant item is being discussed as per clause 8)

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|---|---|
| 1 | NSW State Emergency Service |
| 1 | NSW DPI Fishing and Aquaculture |
| 1 | NSW Hunter/Central Rivers CMA |
| 1 | NSW Land & Property Information |
| 1 | NSW Roads & Maritime Services |
| 1 | Local Aboriginal Community Representative |
| 1 | Commercial Fishing Representative |

2. OBJECTIVE

The principal objective of the Committee is to advise Council on the development and implementation of Estuary, Coastal, and Floodplain Risk Management Plans. In particular:

- Providing a link between the local community and Council,
- Overseeing the collection of necessary data,
- Overseeing the consideration of management options,
- Advising on implementation strategies for management plans,
- Advising on the effectiveness of management plans during and after their implementation, and
- Advising on coordination with other government agencies, advisory bodies or stakeholders, and
- Advising on associated funding, capital works, maintenance & operations, environmental protection, social and economic opportunities, financial sustainability, planning instruments, land management, community education, or associated policy or strategy.

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

The Committee has no delegated powers from Council; rather, it has an advisory role.

The Committee reports directly to Council.

5. QUORUM

A quorum shall consist of 4 voting members.

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 member's participation and attendance at Committee Meetings.

8. NON-MEMBERS' ATTENDANCE AT COMMITTEE MEETINGS

Any persons shall be permitted to attend meetings subject to:

- Prior agreement at the previous meeting, if the invitee is known, or
- 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.

If a community member position becomes vacant then it shall be filled via a public expressions-of-interest process.

10. CHAIRPERSON

The Chairperson will be the designated Councillor/alternate, or the Mayor if present.

11. SECRETARY

The position shall be filled by an Infrastructure Management Department 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 Secretary 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, 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 consider amendment to the Charter.
 - Any proposed changes will require the support of the majority of the voting Committee membership.
 - Proposed amendments to the Charter can be effective only after approval by the Council.
- c. 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 October 2016.

The Committee will cease to operate before that time if Council adopts a review of the Committee that 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	6 December 2012
Adopted by Council	23 January 2013