

Terms of Reference: Coastal and Estuary Management Advisory Committee



1. Purpose and/or Objectives

Development and implementation of Coastal Management Programs in line with the Coastal Management Act (2016) requires consideration of multiple complex issues about which there will be differing perspectives across council and the community. The purpose of the Coastal and Estuary Management Advisory Committee is to assist Council to:

1. Plan for sustainable coastal communities which are resilient to coastal hazards
2. Protect and enhance biological diversity and ecosystem integrity
3. Promote a balanced approach to development and land use within the coastal zone

The Coastal and Estuary Management Advisory Committee's objectives are as follows:

- a) To provide advice and feedback to council that represents broad stakeholder interest within the local government area.
- b) To assist with scoping and with ongoing sharing of information and ideas and facilitate local stakeholder oversight of the project.
- c) To support the protection and enhancement of natural coastal processes and environmental values.
- d) To support the social and cultural values of the coast and maintain public access, amenity and use, this includes the promotion of Gumbaynggir culture.
- e) To recognise the coast and as a vital economic zone and to support sustainable coastal economies.
- f) To support Council to facilitate appropriate coastal development and land use planning decision making.
- g) To support Council and other responsible agencies to mitigate current and future risks from coastal hazards, taking into account the effects of climate change.
- h) To encourage and promote plans and strategies to improve the resilience of coastal assets to the impacts of an uncertain climate future, including impacts of extreme storm events.
- i) To ensure coordination of policies and activities of government and public authorities relating to the coastal region and to facilitate integration of their management activities.

Section 733 of the *Local Government Act 1993* exempts Council from liability as long as the advice or works are done in good faith and according to the Coastal Management Manual 2018 which guides the preparation and implementation of coastal management programs. The manual recommends a committee to be established to enable stakeholders to provide input into the process.

2. Scope

The scope of the Coastal and Estuary Management Advisory Committee is to provide strategic advice to Council in relation to coastal and estuary management within the Local Government Area.

3. Meeting Arrangements

The Coastal and Estuary Management Advisory Committee meets on an as needs basis at a time to be determined by the Committee. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

Generally, the Coastal and Estuary Management Advisory Committee meets every three months.

4. Committee Composition

The Coastal and Estuary Management Advisory Committee consists of the following voting members:

- a) Two Councillors

- b) Three Community Members
- c) Representatives of the following Government Agencies:
 - i. City of Coffs Harbour
 - ii. NSW National Parks and Wildlife Service
 - iii. Department of Primary Industries and Regional Development- Agriculture
 - iv. Department of Primary Industries and Regional Development - Fisheries and Forestry (including Solitary Islands Marine Park)
 - v. Department of Climate Change, Energy, the Environment and Water – Biodiversity, Conservation and Science
 - vi. Department of Planning, Housing and Infrastructure – Crown Lands
 - vii. Transport for NSW - Maritime
 - viii. Local Aboriginal Lands Council
 - ix. Forestry Corporation of NSW
 - x. Department of Primary Industries and Regional Development - Local Land Services Agency
- d) A representative of Coffs Harbour Regional Landcare
- e) A representative of Southern Cross University

The Group Leader Sustainable Places (or their delegate) will attend committee meetings in an advisory capacity.

The Coastal and Estuary Management Advisory Committee will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

Observers and special guests can attend at the invitation of the Chair.

The term of office for the Chairperson and Deputy Chairperson shall be twelve months (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Coastal and Estuary Management Advisory Committee.

4.1 Quorum and voting

The Quorum for meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only. All other determinations, recommendations and advice can be by consensus.

5. Appointment

The committee members will serve a term of four years and can renominate.

5.1 Attendance

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative.

6. Delegations and Expenditure

The Coastal and Estuary Management Advisory Committee does not have any delegations.

Recommendations arising from meetings of this committee will to be forwarded to the City's Executive representative for tabling with the Executive Leadership Team for determination.

7. Review and assessment of the Committee

The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report may be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

8. Member obligations

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.