

# Charter – Coastal Hazard Risk Management and Adaptation Plan Steering Committee



Town of Cottesloe

This Charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Coastal Hazard Risk Management and Adaptation Plan (CHRMAP), as a Steering Committee, established by Council, pursuant to Section 5.8 of the *Local Government Act 1995* (the Act).

## 1. Name

The name of the Committee is “Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Steering Committee”. All references to ‘Committee’ in this charter mean “CHRMAP”.

## 2. Establishment

This Committee is established under Schedule 3 of the Western Australian Planning Commission Coastal Management Plan Assistance Program Funding Agreement.

## 3. Guiding Principles

This Committee is established with its guiding principles in accordance with the Schedule 3 of the Western Australian Planning Commission Coastal Management Plan Assistance Program Funding Agreement.

## 4. Purpose

The role of the Steering Committee is to provide technical coastal and planning to the Town of Cottesloe and ensure the project progresses in line with milestone reports and progress reports. The purpose of the CHRMAP is to provide strategic guidance on coordinated, integrated and sustainable management of coastal hazard through erosion and storm surge inundation.

## 5. Terms of Reference

The Steering Committee is to provide guidance, oversight and make recommendations to Council where required including but not limited to:

- a. Scope of works and its timely progress for the duration of the CHRMAP development;
- b. Provide advice relating to the engagement of consultants required to complete the CHRMAP development;
- c. Contributing towards the methodology development to achieve each milestone ;
- d. Peer review CHRMAP development deliverables including the Community and Stakeholder Engagement Plan, progressive CHRMAP chapter reports together with the draft and final CHRMAP;
- e. Community Consultation initiatives to seek community feedback on the draft CHRMAP before the strategy is adopted by Council.

## CHARTER – CHRMAP STEERING COMMITTEE

To achieve the above the Committee will have due regards to:

- a. Current Town of Cottesloe Local Laws and policies including State Government Guidelines in relation to the development of a CHRMAP;
- b. Understanding of coastal features, processes and hazards within the study area;
- c. Identify significant vulnerability trigger points and respective timeframes for the relevant sediment cells to mark the need for immediate or medium-term risk management measures;
- d. Identify assets (natural and man-made) and the services and functions they provide situated in the coastal zone;
- e. Understanding of assets vulnerability
- f. Identify the value of the assets that are vulnerable to adverse impacts from coastal hazards;
- g. Determine the consequence and likelihood of coastal hazards on the assets, and assign a level of risk;
- h. Identify possible (effective) risk management measures (or 'actions') and how these can be incorporated into short and longer-term decision-making;
- i. Engagement with stakeholders and the community in the planning and decision-making process.

### 6. Membership

The State Government's membership requirement for this Committee will generally comprise of:

- One Community Representative (minimum);
- The Chief Executive Officer (CEO) of the Town of Cottesloe (or delegate);
- The Director of Engineering Services of the Town of Cottesloe (or delegate);
- The Coordinator of Environmental Projects;
- The Director of Development and Regulatory Services of the Town of Cottesloe (or delegate);
- Two (2) Senior Planning Officer from Department of Planning, Lands and Heritage;
- The Coastal Engineer from the Department of Transport;
- The Engineering Consultant;

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

### 7. Meetings

#### 7.1 Annual General Meeting

Nil

**7.2 Committee Meetings**

Meetings shall be held on an as required basis to ensure the project progresses in a timely fashion.

**7.3 Quorum**

The quorum for any meeting of this Committee shall be 50 percent of the members listed in section 6 at the time of the meeting.

**7.4 Voting**

There is no requirement to vote and the Administration will consider the advice provided by the steering committee when making any recommendations to Council.

**7.5 Minutes**

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

**7.6 Who acts if the presiding member is unavailable**

The Coordinator of Environmental Projects is the chair of the committee

**7.7 Meetings**

As there is no delegated authority, this meeting will be closed to the public

**7.8 Public Question Time**

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

**7.9 Members' Conduct**

Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2021*;
- Town of Cottesloe Elected Members, Committee Members and Candidates Code of Conduct 2021;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*,

with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

**7.10 Secretary**

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and record the Minutes of the meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

**7.11 Presiding Member**

Not Applicable

**7.12 Meeting attendance fees**

Nil

**7.13 Duration of Committee**

The duration of committee, unless extended by Council Resolution, is until 31 December 2023. At the last meeting of the Committee, prior to its termination, Committee members will be provide feedback to the Administration on the effectiveness of the Committee, information received and considered, and Committee meeting process, in order to look for improvements to be implemented for other and future Council Committees.

**8. Delegated Authority**

This committee has no delegated authority.

**9. Endorsement**

This Charter was endorsed by the Town of Cottesloe Council at its meeting on .