

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

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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 Services 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 .