Charter – Coastal Management and Implementation Plan Steering Group

Town of Cottesloe

This Charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Coastal Management and Implementation Plan (CMIP), as a Steering Group, established by Council.

1. Name

The name of the Group is "Coastal Management and Implementation Plan Steering Group". All references to "Group" in this charter mean "CMIP".

2. Establishment

This Group is established under Schedule 3 of the Western Australian PlanningCommission Coastal Management Plan Assistance Program (CMPAP) Funding Agreement.

3. Guiding Principles

This Group 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 Group is to provide technical coastal and planning skills to the Town of Cottesloe and ensure the project progresses in line with milestone reports and progress reports.

5. Terms of Reference

The Steering Group is to perform the following functions:

a) deliver guidance and oversight on, and make decisions in relation to, all aspects of the Approved Project, including but not limited to:

- i) Reviewing Scope of Works;
- ii) Assessment of Tenders (through recommendations of the Tender Assessment Panel);
- iii) Provide discussion on the methodology for each milestone (as required);
- iv) Make recommendations on the project objectives and outcomes;
- v) Reviewing project deliverables including the Community and Stakeholder Engagement Plan, Draft and Final Plan; and
- vi) Attend meetings as required.

b) If the Steering Group cannot, despite reasonable efforts to do so, reach a consensus in relation to any of the matters set out in clause (a) above, the Applicant will have the final decision.

To achieve the above the Steering Group 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 Steering Group must comprise of:

a) no less than two (2) representatives of the Town of Cottesloe;

b) minimum of one (1) Commission Representative; and

c) minimum of one Community Representative.

7. Meetings

a) The Applicant must use its best endeavours to ensure that Steering Group meets as required to perform its function set out in Schedule 3.

b) The Applicant must cause minutes to be taken of each Steering Group meeting and ensure that an agenda, together with any reports or information concerning the agenda, is circulated to members at least five (5) Business Days before a meeting.

c) The Commission will provide at least one representative to participate on the Steering Group.

7.1 Annual General Meeting

Nil

7.2 Group 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 Steering Group shall be 50 percent of the members listed insection 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 Group 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 Meeting Chair

The Coordinator Environmental Projects.

7.7 Meetings

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

7.8 Public Question Time

As the Steering Group 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 Group shall be bound by the following with respect to their conduct at meetings and their duty of disclosure:

- 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.*

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Group, 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 Steering Group

The duration of the Steering Group, unless extended by Council Resolution, is until 30 September 2028. At the last meeting, prior to its termination, Steering Group members will provide feedback to the Administration on the effectiveness of the Steering Group, information received and considered, and meeting process, in order to look for improvements to be implemented for other and future Council Steering Groups.

8. Delegated Authority

This Steering Group has no delegated authority.

9. Endorsement

This Charter was endorsed by the Town of Cottesloe Council at its meeting on 22 September 2026.