

Old Bar - Manning Point Coastal Management Program Reference Group

The Old Bar - Manning Point Coastal Management Program Reference Group was re-established by resolution of MidCoast Council on 9 March 2022.

Background

The Old Bar - Manning Point coastline has been the subject of significant recession for over a decade. The complexity of the Wallabi Point to Crowdy Head coastal sediment compartment and the coastal processes acting on the coast and the difficulty in financially achievable management options has meant to date no plan has been developed and certified to guide future management.

As per the guidelines for preparation of a coastal management program the Old Bar – Manning Point CMP will include the entire coastal sediment compartment from Wallabi Point to Crowdy Head as the area of focus and extend 2 km inland to cover the flood tide deltas of the Harrington and Farquhar river entrances.

The Coastal Management Program for the Old Bar and Manning Point area will identify a range of site-specific management options to address hazard risks to private, public and environmental assets while taking into account the social, economic, ecological and heritage values of the area. A series of engagement activities will be undertaken to explain the complex nature of the issues being faced. These engagement activities will be facilitated with the Old Bar and Manning Point communities.

It is a NSW Government requirement that Councils develop Coastal Management Programs and the Old Bar - Manning Point CMP is being developed in line with the Coastal Management Act. Coastal Management Programs are required to:

- identify and fill gaps in knowledge
- identify existing and potential risks
- develop actions for managing or reducing these risks in an integrated and strategic manner and
- outline the costs and arrangements for cost sharing of the proposed actions.

Stakeholder engagement is a requirement of the Coastal Management Act and subsequently the Old Bar Manning Point CMP has a multidimensional engagement strategy. The Old Bar Manning Point Coastal Management Program Reference Group is one of the ways that Council will seek input on the priority management actions to include in the Old Bar Manning Point CMP.

There are five stages identified for Coastal Management Programs, these include:

- Stage 1: Identify the scope of a CMP
- Stage 2: Determine risks, vulnerabilities and opportunities
- Stage 3: Identify and evaluate options
- Stage 4: Prepare, exhibit, finalise, certify and adopt the CMP
- Stage 5: Implement the plan; monitor, evaluate and report



Purpose

The Old Bar - Manning Point Coastal Management Program Reference Group (referred to as The OBMP CMP Reference Group) will provide strategic stakeholder input to the development of the Old Bar - Manning Point Coastal Management Program.

The issues that the CMP and therefore the Reference Group will focus on include, but are not limited to:

- Assets at risk (public and private)
- Recreational uses of the coast
- Threatened species, Vulnerable Species and Conservation spaces of the coast (including Littoral Rainforest and Coastal wetlands)
- Interrelationship between the Manning River entrances at Farquhar and Harrington and coastal processes.
- Interrelationship between Racecourse Creek and coastal processes and impact on the beach.
- Economics in relation to coastal management options
- Community expectations and values for the immediate and future use
- Implications of potential management solutions

Key tasks

The OBMP CMP Reference Group will work together to understand key issues and provide input on management options to include in the CMP. The group has been established to:

- set a long-term strategy for the coordinated management of the dynamic coastal zone
- provide local knowledge and strategic stakeholder input on management options during the development of the Old Bar - Manning Point CMP
- assist Council to reach out to the wider community and champion the development of the CMP
- provide advice to Council on the adequacy of the plan prior to exhibition and adoption
- ensure that the Old Bar - Manning Point CMP will be aligned with the strategic objectives of each organisation (where relevant) in order to achieve plan certification and gazettal.

Roles & responsibilities

Membership

The membership of the Reference Group shall comprise:

- two (2) Councillors
- up to five (5) representatives from key public authorities who represent the major public land or asset owners within this CMP area who have the expertise, ability and responsibility to influence the management of the Old Bar Manning Point coast
- one (1) Traditional owner representative from within the project area
- one (1) representative from the Old Bar Beach Sand Replenishment Group
- one (1) representative from the Manning Point Concerned Citizens Group
- one (1) representative from the Manning River Action Group
- one (1) representative from the Old Bar - Manning Point Chamber of Commerce
- one (1) representative with a recreational; boating / fishing / 4WD interest
- one (1) representative from a local birdwatchers Group
- one (1) general community member within the project area

- one (1) member representing Manning Coastcare

A member's appointment may be ended on the basis of one of the following:

- resignation of a member
- regular non-attendance at meetings (note: members shall be considered to have vacated their position if they have been absent from three meetings without an apology)
- failure to respect the protocols and confidentiality requirements (set out below)

Additional Membership

The Reference Group may nominate up to two (2) additional persons, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Reference Group.

From time to time, other people who have a clearly defined interest in topics being discussed by the Group may be invited to the meetings to contribute to discussions.

Criteria for industry and community membership

- possess local knowledge and understanding of the Old Bar - Manning Point coast
- possess community networks and linkages in the area of coastal management
- a demonstrated interest in addressing the issues that will be covered in this plan
- current involvement in one of the industries or interest groups nominated in these terms of reference (situated on the Old Bar - Manning Point coast)
- an ability to look beyond personal interests and focus on social and environmental benefits for the community and residents of the Old Bar -Manning Point coast
- an ability and willingness to encourage participation from, and provide feedback to the industry or community regarding the development of the Old Bar - Manning Point CMP
- an ability to constructively participate in an advisory capacity
- willingness and ability to actively participate in meetings for the required duration in a fair, constructive and unbiased manner that will be of benefit to the Old Bar - Manning Point coast

Chairperson

The nominated Councillor shall chair the Reference Group. If the nominated Councillor is not available the replacement Chair shall be the other Councillor appointed to the group, or if unavailable, the staff representative as required.

Committee members

Positions for representatives from key public authorities will be filled on nomination by the respective organisations.

The community members will be appointed by Council following a publicly advertised process. Members shall be expected to bring diverse knowledge, skills, experience and address the following criteria:

- Aged 18 years or over, or, if aged under 18 years old, have parent/guardian's permission to participate;
- Currently residing, studying, working or volunteering within the MidCoast Council local government area;
- Demonstrate a commitment to advancing community inclusion and wellbeing across

the MidCoast local government area;

- Demonstrate a willingness and ability to actively participate in reference group activities for the required duration in a fair, constructive and unbiased manner for the benefit of the MidCoast community.

A nomination form must be completed by interested representatives from the community or industry groups, and all nominations will be assessed against their stated knowledge, experience, skills and responses to the criteria relevant to the OBMP CMP Reference Group.

Members may determine to work in subgroups (Working Groups) for specific projects. In this case Working Group chairs shall be appointed by the members.

Council support

To enable the Reference Group to operate effectively Council staff shall provide:

- any material and draft documents to undertake tasks / projects and an opportunity for discussion at meetings (as agenda items)
- regular updates relevant to the Reference Group's purpose
- expert advice from the different areas of Council, as required
- open and transparent communications on coastal management
- secretariat services and venues for meetings
- appropriate insurance cover for Committee members when they are undertaking tasks as agreed by the Committee and Council staff

Dissolution

The OBMP CMP Reference Group will cease at the completion of the Old Bar Manning Point CMP development (Stage 4).

Council may determine to dissolve the Reference Group where the Group:

- has achieved its purpose for establishment
- has become unproductive
- can no longer maintain membership in line with its terms of reference
- activities no longer service the priorities and/or core business of Council
- legislation has changed the roles and responsibilities of Council.

Commitments

Confidentiality

From time to time, members may be required to review and comment on draft documentation that has not been formally considered by the Council's decision-making body.

In these circumstances, it is crucial members understand the status of any documentation and the importance of maintaining confidentiality if they wish to have preliminary input. Discussion may take place on matters subject to State or Federal Government protocols that need to be adhered to.

Members may also be privy to financial, legal or personal landowner information, which cannot be disclosed outside of the committee.

Each member is required to agree to the confidentiality requirements of membership.

Meetings

The Reference Group shall meet a minimum quarterly, at a time and location agreed by the members, for a maximum of 2 hours, unless agreed by the group.

A quorum for attendance shall be a minimum of half of the membership plus one. A Council staff member should be present for each meeting.

The following meeting protocols shall apply:

- members shall respect the role of the Chair in the conduct of the meetings
- members shall respect the right of every members to speak and put forward their views
- members shall respect the Chair's decisions (if a consensus is not able to be reached) in relation to agenda items and timeframes
- meetings are generally run through consensus, however, should the need arise for a vote, only the Councillors and community members shall participate (ie Council staff are not to participate in any voting), having one vote each. Where there is an opposing view the members can choose to have their name recorded in the minutes stating their position.
- agenda and supporting documentation will be distributed electronically (by email) at least five working days prior to the meeting date
- minutes, providing an overview of discussions and actions to be progressed, shall be taken at each meeting and made available to members within two weeks of the meeting. Minutes will be maintained electronically and distributed to members via email. Minutes shall be made publicly available on Council's website, however, it is recognised that confidential items are not be made public.

Where possible, members shall be notified in advance of any confidential items.

Limitations

While the OBMP CMP Reference Group may provide guidance to Council on key issues such as corporate policy and objectives, marketing strategy, resource allocation, and decisions, the Reference Group may not:

- on Council's behalf agree to any acquisitions of land
- incur expenditure by Council
- make any payment to members of the Reference Group
- accept public liability risk from another organisation
- make grant applications dependent on or committing Council to expenditure, either initial or ongoing
- bind Council
- become involved in the day to day operations of Council activities

Code of conduct & Conflict of interest

All members are required to comply with Council's Code of Conduct (copy attached to this document) and participate in Code of Conduct training and an induction provided by Council.

In accordance with the Code and training, a member of the Reference Group who has a financial, commercial or economic interest in any matter before the group (conflict of interest)

must disclose the nature of the interest to the meeting and must leave the meeting while the matter is being considered.

Contact with the media

Media enquiries relating to the work or operation of the committee are to be referred to and managed by Council's Communications team. Media statements cannot be made by members of the committee.

Where a member considers that there needs to be a media comment in relation to any items discussed by the committee, the member must bring the matter to the attention of the Council staff representative.

Review

An annual summary report which captures the actions of the group is to be provided each year for inclusion in Council's Annual Report. Additional reports to Council may also be necessary when key milestones are reached or to progress elements of a specific project or specific recommendations to Council.

The membership and these Terms of Reference are to be reviewed at the end of the Council term, within three months of the Council election.

Governance

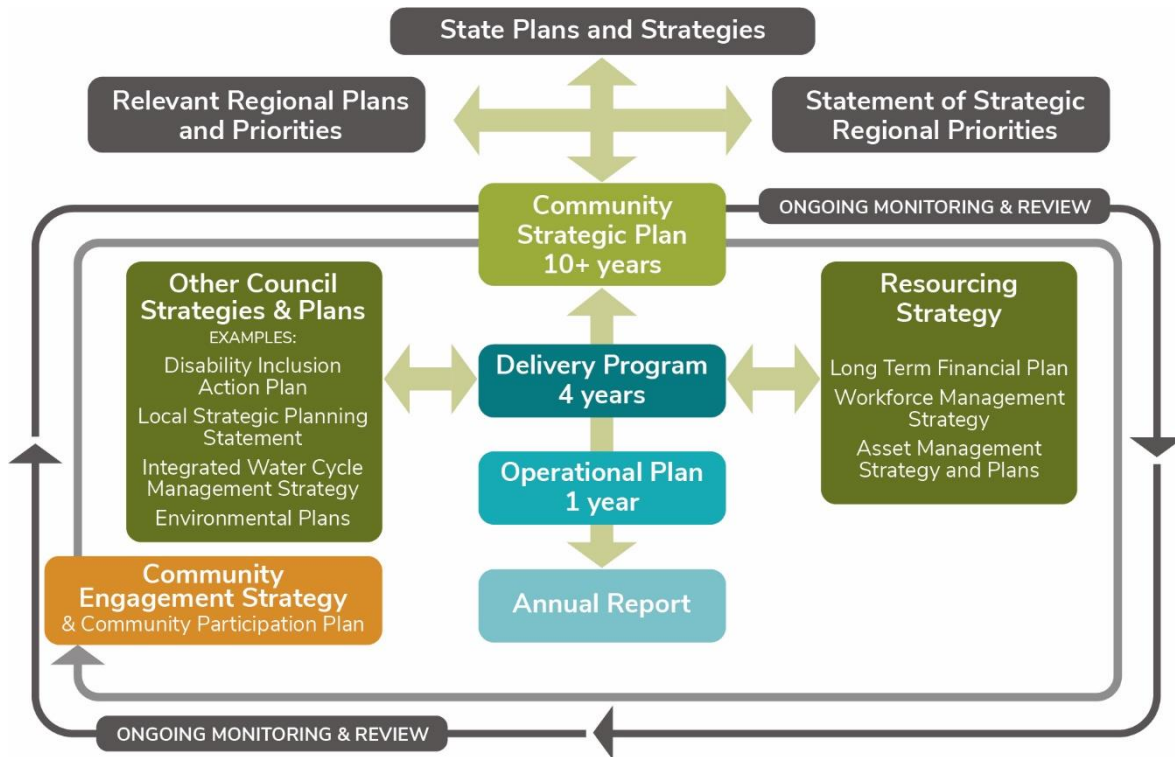
Integrated planning & reporting requirements of Local Government

The scope of work for the Manning River ECMP Reference Group is focused on protecting and promoting the health of the Manning River and Estuary.

This aligns with the Integrated Planning & Reporting Framework (shown below and outlined in the Local Government Act). All of the activities of the group need to align with the outcomes in the Community Strategic Plan and subsequent endorsed Council strategies.



Integrated Planning and Reporting Framework



Attachments - [Policies Library - MidCoast Council \(nsw.gov.au\)](https://www.nsw.gov.au/policies-library)

- Code of Conduct
- Gifts and Benefits Policy