

# Terms of Reference

## Tweed Coast and Waterways Advisory Committee

Version 1.2

Adopted by Council on 18 July 2024

Division: Sustainable Communities & Environment  
Section: Sustainability and Environment  
File Reference: Terms of Reference

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## Tweed Coast and Waterways Advisory Committee

### 1 Objective

The Tweed Coast and Waterways Committee (TCWC) is the peak strategic-level advisory committee to Tweed Shire Council regarding the ecological health, coastal hazard risk and recreational use of the Tweed coast and waterways. This includes the ocean beaches, estuaries, non-tidal tributaries and catchments of Cudgen, Cudgera and Mooball Creeks and the Tweed River. The committee will focus on integrated management, promoting cooperation between community, government and industry.

### 2 Strategic Links

Community Strategic Plan		
<i>Service Stream</i>	<i>Sub-stream</i>	<i>Goal</i>
Leaving a legacy: Looking out for future generations	1.1 Natural resource management	Protect and manage the environment and natural beauty of the Tweed for current and future generations, and ensure that ecological sustainability and climate change consideration underpin decision making in Council.

### 3 Role and Responsibilities

The TCWC's role is to advise Council on the preparation and implementation of long-term, strategic-level coast and estuary management plans and works. Other Council programs will, on occasion, utilise the TCWC as a consultative forum on relevant issues.

Member responsibilities include:

As an advisory committee to Tweed Shire Council, the TCWC can make recommendations to Council but does not have authority to make or enact decisions on behalf of Council. Advisory committees carry no budgetary decision making capabilities.

Members are required to bring matters to advisory committees that represent the interests of their stakeholder organisations, and convey back to their organisations.

## **4 Composition and Tenure**

Tweed Shire Council has discretion to decide when committees are elected and appointment of committee members. Membership shall be no more than 20 members.

TCWC consists of two Tweed Shire Council Councillors, relevant State Government Representatives, Industry and Community members. Additional Tweed Shire Council staff convene the meetings and attend as advisors.

Industry and community committee members are to be representative of one or more of the following community stakeholder groups and localities:

- Bushland restoration industry;
- Agriculture;
- Tweed LandCare Inc.;
- Tweed Byron Local Aboriginal Land Council;
- Conservation;
- Fishing / aquaculture;
- Boating;
- Tourism;
- Tweed Coast locality (3);
- Tweed Heads locality;
- Upper Tweed River locality.

Industry and community representatives are to demonstrate affiliation with and endorsement from local community groups such as community associations, interest or industry groups.

State Government Representatives members include a representative from each of the following organisations:

- NSW Department of Planning and Environment
- NSW Department of Primary Industries
- NSW Crown Land
- Transport for NSW (Maritime)

Council may also appoint an alternate industry and community member/s who shall act as an industry and community member if an industry and community member is unavailable. Council may also appoint an alternate Councillor member who shall act as a Councillor member if a Councillor member is unavailable.

The Chair of the Committee will be an industry and community member elected by a majority vote of the members of the Committee.

### **4.1 Selection and Appointment of Community Members**

All industry and community (including alternates) will be appointed by Council for a term that aligns with the Council term, after which they will be eligible for extension or re-appointment following a review of their performance.

The industry and community members selected shall be representatives of the local community selected on the basis of skills, knowledge and experience. A formal expression of interest and evaluation process will be conducted to identify the preferred nominees. Industry and community members will be appointed by Council.

The selection criteria will be based on skills, knowledge and experience in one or more of the following:

- Bushland restoration industry;
- Agriculture;
- Tweed LandCare Inc.;
- Tweed Byron Local Aboriginal Land Council;
- Conservation;
- Fishing / aquaculture;
- Boating;
- Tourism;
- Tweed Coast locality (3);
- Tweed Heads locality;
- Upper Tweed River locality.

## **4.2 Attendees and Invitees**

A council representative will be available to attend all Committee meetings. The Chair of the Committee may invite additional council officers to attend the meeting or for specific agenda items.

The role of attendees and invitees is to provide advice, information and administration assistance to the Committee. Attendees and invitees do not have voting rights.

## **5 Reporting**

Committee meeting minutes will be reported to Council.

## **6 Administration**

### **6.1 Meetings**

The committee will meet bi-monthly, with additional meetings or workshops as required to focus on planning or decision making. The need for any additional meetings will be decided by the Chair of the Committee in consultation with the convenor, though other Committee members may make requests to the Chair for additional meetings.

Meetings will be held in-person in accessible venues. All meetings will be conducted using accessible modes of communication to meet the needs of members. Virtual meeting options may be available.

Minutes will be taken at these meetings, detailing matters discussed and action agreed.

The Chair of the Committee is responsible for approving the Committee meeting agenda. The secretariat will assist with the preparation of the agenda. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than 7 days prior to the meeting.

## **6.2 Attendance at Meeting and Quorums**

A quorum will consist of the majority of Committee members, including at least one industry and community member, and one Councillor member. Meetings can be held in person, by telephone or by video conference.

Where an item may require consultation with the Committee outside the normal meeting cycle then consultation with committee members may occur via email.

Should an industry and community member or Councillor member be unavailable to attend a meeting, that member is to contact the respective alternate industry and community member or Councillor member to request their attendance, and advise the secretariat accordingly

## **6.3 Secretariat**

The council representative will provide secretariat support to the Committee. A minutes officer will be available to record meeting minutes, if required.

The council representative will ensure the agenda for each meeting and supporting papers are circulated. Minutes shall be circulated to each member of the Committee as soon as practical after the meeting, and be available to Councillors on request

## **6.4 Conflicts of Interest and Code of Conduct**

Committee members (including alternates if they are in attendance), invitees and attendees must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members, invitees or attendees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.

The final arbiter of such a decision is the Chair of the Committee.

Council's Code of Conduct applies to Committee members

## **6.5 Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

## **6.6 Committee Performance**

The Chair of the Committee will initiate a review of the performance of the Committee at least twice during the appointment of the Committee; at the midpoint and conclusion of the appointment.

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.