

**SYDNEY COASTAL COUNCILS GROUP Inc.**  
**MINUTES FOR THE ORDINARY MEETING**  
**HELD ON SATURDAY 6 DECEMBER, 2014**  
**AT THE CITY OF SYDNEY COUNCIL CHAMBERS**

**IN ATTENDANCE**

Cr. Brian Troy	Botany Bay Council
Cr. John Matt	City of Sydney Council
Cr. Cathy Griffin	Manly Council
Cr. Barbara Arid	Manly Council
Cr. Simon Menzies	Mosman Council
Cr. Selena Griffith	Pittwater Council
Cr. Geoff Stevenson	Randwick Council
Cr. Lindsay Shurey	Randwick Council
Mr. David Dekel	Rockdale Council
Cr. Peter Towell	Sutherland Council
Cr. Sue Heins	Warringah Council
Cr. Venessa Moskal	Warringah Council
Cr. Leon Goltsman	Waverley Council
Cr. Bill Mouroukas	Waverley Council
Cr. Lynne Saville	Willoughby Council
Cr. Wendy Norton	Willoughby Council
Cr. Greg Levenston	Woollahra Council
Emeritus Professor Bruce Thom AM	Honorary Member (part of meeting)
Mr. George Cotis	Honorary Member
Mr. Phil Colman	Honorary Member
Dr. Judy Lambert AM	Honorary Member
Ms. Wendy McMurdo	Honorary Member
Mr. George Copeland	Honorary Member
Mr. Geoff Withycombe	SCCG (EO)
Mr. Stephen Summerhayes	SCCG (MP&P)
Ms. Emma Norrie	SCCG (CPO)
Ms. Fiona Shadbolt	SCCG (MBR)
Mr. Marcel Green	Fisheries NSW (for presentation)
Mr. Victor Peddemors	Fisheries NSW (for presentation)

**1. OPENING**

The meeting opened at 12.30pm.

Cr Stevenson (SCCG Chairperson) welcomed SCCG delegates and requested a round table introduction of delegates.

An acknowledgement of Country was provided.

The Manager for Programs and Projects informed delegates that two of our projects have recently received awards.

- Resilient Australia Awards

The [\*Coastal Vulnerability to Multiple Inundation Sources \(COVERMAR\) Project\*](#) has won both the New South Wales and Australian 2014 Resilience Australia Awards (local government category). The Awards recognise innovative practices and achievements across the nation which support and strengthen community disaster resilience.

- 2014 Climate Adaptation Champions Awards

At the National Climate Change Adaptation Research Facility conference in October, our project, [\*Prioritising Coastal Adaptation Development Options for Local Government\*](#), was highly commended (Local Government category) in the Climate Adaptation Champions Awards. The award recognises champions of practical and innovative ways to adapt to climate change.

## 2. APOLOGIES

Cr. Mark Castle	Botany Bay Council
Cr. Irene Doutney	City of Sydney Council
Cr. Linda Scott	City of Sydney Council
Mr. Peter Massey	North Sydney Council
Mr. Paul Hardie	Pittwater Council
Cr. Shane O'Brian (Mayor)	Rockdale Council
Cr. Sally Betts (Mayor)	Waverley Council
Ms. Emily Scott	Waverley Council
Ms. Emma Norrie	CPO SCCG

**Resolved that** the apologies be received and noted.  
(Carried)

**Councils not represented at the meeting**  
Hornsby, Leichhardt and North Sydney.

## 3. DECLARATION OF PECUNIARY INTERESTS

**Resolved that** there was no declaration of pecuniary interests. (Carried)

## 4. CONFIRMATION OF MINUTES

### 4.1 Minutes of the Annual General Meeting of the SCCG held on 13 September 2014 hosted by Randwick Council and the Prince Henry Centre

**Resolved that** the Minutes of the Annual General Meeting of the SCCG held on 13 September 2014 hosted by Randwick Council be confirmed. (Carried)

### 4.2 Minutes of the Technical Committee Meeting of the SCCG held on 22 October 2014 hosted by Botany Bay Council.

**Resolved that** the Minutes of the Technical Committee Meeting of the SCCG held on 22 October 2014 hosted by Botany Bay Council be confirmed. (Carried)

## 5. BUSINESS ARISING

Business arising from Minutes other than those items listed below in Reports. Delegates were referred the action list contained within the meeting notice memo.

- **Seek meeting with the new NSW Environment Minister**

*The SCCG seek a meeting with the new Environment Minister, the Hon. Rob Stokes MP (delegation to include the Executive Officer, Cr Griffin, Cr Betts, Cr Levenston, Cr Stevenson and Cr Towell).*

The EO noted that additional attempts have been made to confirm this meeting – however no response to the request for the delegation had been received as yet. The EO will follow this up.

**Resolved that:**

- 1) Seek meeting with the new NSW Environment Minister - The EO will follow up the SCCG request for a delegation meeting with the Minister.  
(Carried)

- **Consideration of SCCG representation for the Greater Sydney LLS Advisory Group(s)**

As noted at the previous meeting further consideration of SCCG's representation on the Greater Sydney LLS Local Government Advisory Group to be undertaken. Cr Saville represented the Group at the first meeting.

Cr Saville reported that the first meeting reviewed the purpose of Greater Sydney LLS, followed by election for chair, with presentations from OEH and Sydney Water. At the first meeting, only 15 councils were represented from the 43 invited, as well as SCCG.

At this meeting SCCG concerns were raised including in relation to the Terms of Reference, the proposed voting arrangements and the structure of the committee.

At the second meeting no SCCG nominated delegates were able to attend however Cr Saville representing Willoughby City Council on this occasion was present.

Cr Saville noted that this second meeting focused on pest and weed management and that the Group's Terms of Reference is yet to be finalised. Delegates discussed the specifics of the meeting and resolved that the SCCG should maintain its presence on the LLS Local Government Advisory Group at this time to ensure that member council interest are represented and that the LLS addresses coastal issues of priority.

**Resolved that**

- 1) The SCCG maintain its presence on the LLS Local Government advisory committee at this time to ensure that member council interest are represented and that the LLS addresses coastal issues of priority
- 2) The LLS be requested to provide a list of 2015 meeting dates to ensure that SCCG representatives can be available for meetings.
- 3) MEMA to be invited to address the March or June 2015 meeting of the SCCG.  
(Carried)

- **Marine Estate Management Authority** **(Update Report Attached to Minutes)**

*The SCCG seek the MEMA to provide an update report for each SCCG meeting.*

The EO noted that the report provided by MEMA was not sent in time for consideration of the meeting (The report has now been received and is attached to the minutes for reference).

## 6. CORRESPONDENCE

### 6.1 Sent and Received Correspondence

**Resolved that** the circulated "sent" and "received" correspondence be received and noted. (Carried)

## 6.2 SCCG correspondence from the last meeting (including responses where available)

### SCCG Letters as resolved at last meeting are now complete

- **Pre meeting Field Trip** - a letter of thanks to Randwick Council
- **Seek meeting with the new NSW Environment Minister** - EO continue to follow up SCCG request
- **Nominations for SCCG Honorary Members** – all nominees now confirmed interest in continuing to be SCCG Honorary Members.
- **Cabinet in Confidence study on risk to life from flash flooding document** – letter supporting Pittwater’s application to obtain the access the NSW government study sent.
- **10/50 Vegetation Clearing Code of Practice** - SCCG letter to Premier and Minister and relevant agencies.

**Resolved that** the SCCG correspondence from last meeting be received and considered (Carried).

## 7. PRESENTATION – “NSW Shark Meshing Program” - Fisheries NSW (DPI)

- Mr Marcel Green, Senior Environmental Assessments Officer,
- Mr Vic Peddemors, Senior Shark Scientist

### ***As resolved at the last meeting***

- 1) *The SCCG contact DPI requesting a full report on the NSW Shark Meshing Program, including the science behind it and considerations and current research activities looking at alternative risk management strategies to netting and culling.*
- 2) *That DPI be asked to present this report at the December meeting of the SCCG.*

DPI Fisheries representatives presented a detailed overview regarding the NSW Shark Meshing Program (SMP). This included:

- History
- Relevant legislation / court cases
- Recommendation for the 2009 Review
- Joint Management Agreements
- Changes to the SMP due to the ‘Joint Management Agreements’
- Preliminary Outcomes (from above)
- Education Program(s)
- DPI shark incident Response Plan
- NSW SMP – research program and projects
- NSW Shark attack investigations
- Take Home messages

A copy of the full presentation is attached to the Minutes.

### **Resolved that:**

- 1) The presentation be heard and considered at the meeting.
- 2) Mr Marcel Green and Mr Vic Peddemors be thanked for their presentation.
- 3) The SCCG write to the Minister for Fisheries (cc to member councils) seeking to discuss the opportunities for research and trials of non-lethal shark protection methods across SCCG member councils and offering to assist with brokering of these regionally based trials across suitable locations within the 15 member councils of the SCCG.
- 4) This issue to be tabled for discussion at the February 2015 meeting of the SCCG Technical Committee.

(Carried)

## 8. ADMINISTRATIVE MATTERS

### 8.1 New staff for the SCCG Secretariat

#### Proceedings in Brief

The SCCG EO provided a review of staff changes within the Secretariat.

- Fiona Shadbolt was introduced and welcomed to the SCCG. Fiona joined the group as Project Manager – Biodiversity Resilience on 17 November 2014, to manage the ‘Sydney Salty Communities project.
- Rachael Buzio resigned from her 1 day/week Office support position on 11 November 2014. After undertaking additional study during 2014, Rachael has taken a shared position with Canterbury and Rockdale Councils working on bushland management.
- Dr Ian Armstrong completed his contract role on the Emergency Management Planning Health Check project this month. Ian has taken up a role in sustainability at Lake Macquarie City Council.
- In 2015 Emma Norrie will work 3 days per week (on a trial basis).
- The Group is seeking to employ an Administration Support Officer to commence in 2015 working 2-3 days per week.

#### **Resolved that**

- 1) the EO's report be received and noted.
  - 2) Fiona Shadbolt be welcomed to the Group.
- (Carried)

### 8.2 First Draft of the SCCG Strategic Plan (2015 – 2019)

#### Proceedings in Brief

The Secretariat has now substantially prepared the first draft of the Strategic Plan 2015 – 2019.

The EO informed delegates that unfortunately due to other SCCG priorities this draft has not yet gone out for internal consultation with the Directional Committee, Full Group and Technical Committee.

The EO provided an overview on development of the 2015-2019 Strategic Plan with a PowerPoint presentation that included the proposed Table of Contents, the draft revised Guiding Principles, Strategic Framework and associated Action Plans.

The finalisation of the plan was discussed. Delegates resolved to extent the finalisation and adaption of the revised Plan until the June 2015 meeting of the SCCG.

Revised timeframe for finalisation is:

- Initial Full Group, Technical Committee and Directional Committee comment - February (including workshop at 19 February - SCCG TC meeting)
- Secretariat final drafting (Feb – March)
- Final Draft (via Executive Committee approval) be sent formally to Members (GMs and Mayors) for comment, endorsement and sign off (April – May)
- Final preparation and production of Strategy (June)
- Final draft submitted for adoption (20 June SCCG meeting)

#### **Resolved that:**

- 1) The report be received and considered.
  - 2) SCCG Delegates and the Strategic Plan Directional Committee provide comment on the draft Plan during February 2015
  - 3) The final draft plan be sent to member councils for a formal consultation period during April – May 2015 with the final Strategic Plan being tabled at the June 2015 SCCG meeting for adoption.
- (Carried)

### 8.3 “SCCG Annual Survey 2014”

#### Proceedings in Brief

The MPP delivered a short presentation outlining the development of the current survey and the way in which results guide and enhance SCCG activities. Results will enable the SCCG to identify what it does well, areas for improvement and additional activities that would be of benefit for Member Councils.

The MPP will distribute the survey weblink to Representatives (and Technical Committee delegates) shortly. Results will be compiled and analysed (including against the previous year’s results) and presented at the March 2015 meeting.

#### **Resolved that:**

- 1) MPP distribute the survey weblink to Representatives
  - 2) Representatives complete the survey.
  - 3) The Secretariat prepare a results for consideration at the March 2015 meeting.
- (Carried)

## MEETING BREAK & ROUND TABLE DISCUSSION

### Top 5 Coastal Advocacy Issues for Member Councils in 2015

*Round table discussion to understand each Member Council's top priorities in 2015 and beyond, that the SCCG may be able to help articulate or progress. Members should source their priorities and positions from their approved current long term plans, rather than just expressing an opinion. This will help the SCCG set longer term group priorities and promote discussion within the group of the majority shared priorities and feed into the SCCG Strategic Plan and SCCG advocacy issues for 2015 including the NSW State Government Election.*

#### Proceedings in Brief

During the meeting break, delegates were ask to write their Council’s top five issues on A4 cards placing them on the sorting table. Member councils with shared issues were asked to place post-it notes with their council’s name on the card. Key issues were then reviewed and discussed.

#### **Resolved that:**

- 1) Delegates participate in a round table discussion of their Councils’ priorities and positions from their approved current long term plans.
- 2) The Secretariat consider these priorities reporting back to the March 2015 meeting after consultation with the Technical Committee (Carried)

## 9. REPORTS

### Reports 9.1 - 11.5 FOR CONSIDERATION

### 9.1 Reforms to Coastal Management in NSW

#### Proceedings in Brief

#### i) Stage 2 reforms (current stage)

The EO provided an overview of the [stage two](#) reforms which were announced by the Minister on 13 November. The reforms have three key elements:

- *replacing the current legislation with new coastal management legislation - a proposed new Coastal Management Act*
- *new arrangements to better support council decision making, including a decision support framework, a new coastal management manual, and improved technical advice*
- *more sustainable arrangements for funding and financing coastal management legislation*

The Office of Environment and Heritage held coastal management workshops for Sydney Councils on 25 November and 10 December 2014 to:

- *provide a brief further update on the progress of the stage 2 coastal reforms*
- *develop a shared understanding of what guidance is required by local government to prepare and implement coastal zone management plans*
- *collaboratively identify the scope and components of that guidance*

The nature and content of the workshops and the reforms generally was discussed.

A report is provided in the agenda business papers. For additional information please see the OEH web site: <http://www.environment.nsw.gov.au/coasts/coastreforms.htm>

## ii) Planning Circular: Advice on coastal hazards (new 149 – Coastal Hazards)

<http://www.planning.nsw.gov.au/en-us/planningyourregion/coastalprotection.aspx>

Also on the 13 November the NSW Government issued a Planning Circular that gives councils advice on coastal hazard notifications on 149 certificates.

In January 2014 the NSW Government released the draft Circular. In consultation with members the SCCG provided a detailed [submission](#). A copy can be downloaded from the website (see link below).

On 13 November 2014, Planning and Environment issued the (revised) Circular. The MPP provided a review of the new Circular the legislative context, the key elements of the SCCG submission, how these were translated or not into the revised circular (see image below) and the key elements of the revised circular.

WHAT WE ASKED FOR	Response
• An improved definition of 'coastal hazard'	✓
• Clarification regarding the role of s.149(2) certificates	✓
• Relaxation of the requirement to distinguish present and future hazards if council does not have such information	✓
• Definition of a 'policy' that must be disclosed	✓
• No requirement for independent legal advice on the standard hazard notification	✓
• The property market as a driver for hazard (non)disclosure be deleted	✓
• Details of the Adaptation Research Hub information to be considered	✓
• Provide details of the proposed s.117 Direction	Deleted
• Best practice guidance - what hazard and cc information to procure, how it should be assessed, duty of disclosure, statutory indemnities etc	×
• Border to border hazard assessments at an appropriate resolution.	×
• Up-to-date and detailed mapping to identify land and assets at risk	×
• Standard procedures e.g. technical briefs	×

**Links:** <http://www.planning.nsw.gov.au/en-us/planningyourregion/coastalprotection.aspx>  
[Circular PS 14-003 - Coastal Hazard Notations on Section 149 Planning Certificates](#)

**Resolved that:**

1. The report be received and noted.
2. The SCCG write to the Minister to congratulate him on the recent Stage II Coastal Reform announcements noting the Group's strong interest to work closely with Government to ensure success of these reforms.
3. The SCCG actively participate representing Member councils' interest during the development and implementation of the Stage 2 Coastal reforms.
4. Representatives distribute [Circular PS 14-003 - Coastal Hazard Notations on Section 149 Planning Certificates](#) and details of its nature and implications within Council.

(Carried)

**9.2 SCCG Capacity Building Program Report**Proceedings in Brief

The Secretariat is working with Member Councils to ensure the SCCG Capacity Building Program meets their needs. To assist this, a report from the Coastal Projects Officer on the Capacity Building Program and other activities is a standing item on all Technical Committee and Full Group meeting agendas. The report included:

- Outcomes of the launch forum “SCCG Emergency Management Planning - a Health Check for Local Government” - 17 September
- Update on the SCCG Summerama – January 2015
- Release of the SCCG –A Guide to Monitoring and Evaluating Coastal Adaptation (2<sup>nd</sup> edition)
- Outcomes of the NSW Coastal Conference - Conference papers can be downloaded [here](#)
- SCCG Capacity Building activities for 2015

**Resolved that:**

- 1) This report be received and considered.
- 2) Delegates identify and recommend any additional capacity building activities/forum topics for 2015.
- 3) Delegates support and promote Summerama.

(Carried)

**Reports 9.3 – 9.5**  
**KEY SCCG PROJECT UPDATES**
**9.3 Finalisation of the “SCCG Emergency Management Planning - a Health Check for Local Government” Project**Proceedings in Brief

The EO informed delegates that on 17 September 2014 at Town Hall, Sydney, the Sydney Coastal Councils Group (SCCG) launched the key project deliverables of the [Emergency Management Planning – Piloting a Health Check for Local Government](#) project. This event was headlined by Phil Koperberg, Chair, State Emergency Management Committee.

The project, conducted over 18 months with a combined cash and in-kind budget of more than \$300,000, enhances councils' understanding and use of emergency management planning as a relationship and policy development tool to prepare for, and respond to, natural hazards.

The project manager Dr Ian Armstrong has now finalised all project deliverables. These include:

- *Literature Review*
- *Review of Legislation*

- [Project Report](#)
- [Health Check](#)
- [Health Check User Guide](#)
- [Additional Resources for Local Government](#)
- [Project Fact Sheet](#)

The SCCG has provided member councils with the Project Report and links to other Project outputs including the health Check. This report was tabled for the information of delegates.

- **New Grant application - “Implementing and Embedding an Emergency Management Health Check for Local Government”**

The SCCG has recently sought \$140,000 via the National Disaster Mitigation Program to undertake the above mentioned project second stage. If successful this will employ an officer to facilitate the following defined objectives:

- Develop the Pilot Health Check into a fully functional and easy-to-use tool, enabling strategic assessment of EM in Local Government
- Develop and implement a statewide training program to embed the Health Check
- Integrate EM-related actions across all relevant functional areas of Local Government including IPRF, Asset Management and Business Continuity Plans
- Integrate EM-related actions across all relevant functional areas of Local Government including IPRF, Asset Management and Business Continuity Plans
- Increase Local Government participation in LEMC activities and related education/communication programs
- Quantify local, regional and statewide EM commitments and improve reporting of EM within the IPRF

**Resolved that:**

1. The report be received and noted.
2. SCCG Delegates assist with member council promotion and participation in the consideration and utilisation of the project outputs.

(Carried)

#### 9.4 **Distribution of the “Mapping and Responding to Coastal Inundation – Exposure Assessment for Greater Sydney”**

Proceedings in Brief

The EO tabled the final report. After a long delay by OEHL due to some improvement to the report and the numerous release approval processes within OEHL, the SCCG has finally received the final report on Friday 5.12.14.

The EO noted that the SCCG resolutions from 14 June meeting can now be implemented. These were:

**Resolved that:**

**14 June 2014**

- 1) *The presentation be heard and considered at the meeting.*
- 2) *Dr Kinsela be thanked for his attendance and presentation.*
- 3) *The SCCG formally send the final report to Member Councils for their utilisation.*
- 4) *The SCCG consider additional distribution potentials for the report and its findings (including distribution to relevant state agencies and public release).*
- 5) *In the context of the review of the SCCG Strategic Plan, the FG express its support for SCCG undertaking such technical projects which provide immediate outputs for Member Councils as well as a foundation (research base) for future projects and activities.*

- 6) *The SCCG formally send project outcomes to relevant state agencies including: the Department of Planning and Environment, OEH, Transport for NSW, Emergency Services, Crown Lands and specifically to planning divisions within each Council.*

More information in relation to the original project see: ["Mapping and Responding to Coastal Inundation"](#).

## 9.5 Sydney's Salty Communities – Turning the Tide on Blue-Green Carbon

### Proceedings in Brief

The new Project Manager – Fiona Shadbolt addressed the meeting. This included a brief background and details of current activities including: The Working Group; Literature and Practice Review (underway), the Expert Reference Panel and the Devolved Grants (to be released end of January 2015).

See [web page](#) for more information.

#### **Resolved that:**

1. The report be received and considered.
  2. SCCG delegates assist with member council promotion and participation in the project.
- (Carried)

### **Reports 9.6 – 9.9 FOR INFORMATION ONLY**

**Resolved that** reports for 'information only' be received and noted:

- 9.6 **Beachwatch & Harbourwatch Update (August – October)**
  - 9.7 **Greater Sydney – Local Government Land Services**
  - 9.8 **NSW Department of Primary Industries Aquatic Pest and Health Quarterly Update**
  - 9.9 **Key Activities Report for September – November 2014**
- (Carried)

## 10. SCCG SUBMISSION

- **10/50 Vegetation Clearing Code of Practice.**

#### **Resolved that**

- 1) The final SCCG submission be received and noted.
  - 2) The SCCG submission be forwarded to the NSW Ministers for Planning, Environment and Emergency Services.
- (Carried)

## 11. TREASURER'S REPORT

### 11.1 Finance Statements for period 30 June 2014 to 31 September 2014

**Resolved that** the financial statements for the period 30 June – 31 September 2014 be received and adopted. (Carried)

## 11.2 Final SCCG Annual Financial Audit 2013 – 2014

### Proceedings in Brief

Spencer Steer have finalised the Annual SCCG Audit. Outcomes of this process were discussed by the SCCG Treasurer.

**Resolved that** the final SCCG Audit report be received and adopted. (Carried)

## 12. GENERAL BUSINESS

- **Discussion Items**
- **NSW State Government Election – 28 March 2015**

Time run out the address this issue (covered in round table discussion / workshop).

### **Resolved that:**

- 1) Draft list of issues be provided to the SCCG Technical Committee for input
- 2) A draft "Key coastal management issues for the 2015 NSW State Election - SCCG Policy Positions be developed early in 2015, forward to SCCG delegates for comment and approved for distribution by the SCCG Executive Committee.

(Carried)

### 12.1 2015 Meeting dates / Next Meeting

Dates	Location
• Saturday 14 March at 12 noon	(Waverley Council – pending)
• Saturday 20 June at 12 noon	(City of Sydney)
• Saturday 19 September ( <b>AGM</b> ) at 12 noon	(Member Council) ( <i>pre meeting field trip</i> )
• Saturday 5 December at 12 noon	(City of Sydney)

### 12.2 Items for Press Release

**Resolved that** items for press release be considered. (Carried)

### 12.3 Agenda items for the next SCCG meeting

**Resolved that** delegates suggest additional agenda items including presentations for the next SCCG meeting proposed for 14 March 2015 starting at 12 noon. (Carried)

### 12.4 Next Meeting

**Resolved that** the next meeting of the Group be held on 14 March 2015 at Waverley Council (pending confirmation). (Carried)

Cr Stevenson closed the meeting and thanked delegates for their attendance and contributions and wished all a happy and safe holiday session.

The meeting closed at 4.00pm.

Confirmation of Minutes: .....

/ /