

**SYDNEY COASTAL COUNCILS GROUP Inc.**  
**MINUTES FOR THE ANNUAL GENERAL MEETING**  
**HELD ON SATURDAY 21 SEPTEMBER, 2013**  
**AT MANLY COUNCIL,**

**IN ATTENDANCE**

Cr. Brian Troy	City of Botany Bay Council
Cr. Irene Doutney	City of Sydney Council
Cr. John Mant	City of Sydney Council
Cr. Cathy Griffin	Manly Council
Cr. Barbara Aird	Manly Council
Cr. Tom Sherlock	Mosman Council
Mr. Peter Massey	North Sydney Council
Cr. Jacqueline Townsend (Mayor)	Pittwater Council
Cr. Selena Griffith	Pittwater Council
Cr. Geoff Stevenson	Randwick Council
Cr. Leon Gottsman	Waverley Council
Cr. Bill Mouroukas	Waverley Council
Cr. Wendy Norton	Willoughby Council
Cr. Lynne Saville	Willoughby Council
Cr. Greg Levenston	Woollahra Council
Mr. Phil Colman	Honorary Member
Dr. Judy Lambert AM	Honorary Member
Ms. Wendy McMurdo	Honorary Member
Mr. Geoff Withycombe	SCCG (EO)
Mr. Stephen Summerhayes	SCCG (SCPO)
Ms. Emma Norrie	SCCG (CPO)
Dr. Ian Armstrong	SCCG (POSP)

**1. OPENING**

The meeting opened at 12.30pm. Cr. Griffin (Chairperson) provided a acknowledgement of country and welcomed delegates to Manly.

**2. APOLOGIES**

Cr. Mark Castle	City of Botany Bay Council
Cr. Darcy Byrne (Mayor)	Leichhardt Council
Cr. Tony Carr	North Sydney Council
Mr. Paul Hardie	Pittwater Council
Cr. Lindsay Shurey	Randwick Council
Cr. Shane O'Brian	Rockdale Council
Cr. Peter Towell	Sutherland Council
Cr. Sally Betts (Mayor)	Waverley Council
Cr. Elena Kirillova	Woollahra Council
Mr. George Copeland	Honorary Member
Mr. George Cotis	Honorary Member
Emeritus Professor Bruce Thom AM	Honorary Member

**Resolved that** the apologies be received and noted.

**Councils not represented at the meeting**  
Hornsby, Leichhardt, Rockdale, Warringah

### 3. DECLARATION OF PECUNIARY INTERESTS

**Resolved that** the there was no declaration of pecuniary interests.

### 4. CONFIRMATION OF MINUTES

#### 4.1 Minutes of the Ordinary Meeting of the SCCG held on 15 June 2013 at the City of Sydney.

**Resolved that** the Minutes of the Ordinary Meeting of the SCCG held on 15 June 2013 at the City of Sydney Council be confirmed.

#### 4.2 Minutes of the Executive Committee of the SCCG held on 15 June 2013 at the City of Sydney

**Resolved that** the Minutes of the Executive Committee Meeting of the SCCG held on 15 June 2013 hosted by the City of Sydney be received and noted.

#### 4.3 Minutes of the Technical Committee Meeting of the SCCG held on 2 May 2013 hosted by the City of Sydney.

**Resolved that** the Minutes of the Technical Committee Meeting of the SCCG held on 2 May 2013 hosted by the City of Sydney be received and noted.

#### 4.4 Minutes of the Technical Committee Meeting of the SCCG held on 25 July 2013 hosted by Mosman Council.

**Resolved that** the Minutes of the Technical Committee Meeting of the SCCG held on 25 July 2013 at Mosman Council be received and noted.

### 5. BUSINESS ARISING

Business arising from Minutes other than those items listed below in Reports.

- **SCCG Water Recycling Handbook for Councils**

The EO noted that due to other commitments and priorities the final draft Handbook will now be tabled at the December meeting.

All others action completed and or addressed in business papers.

### 6. ANNUAL REPORTS

#### 6.1 Chairperson's Annual Report *Report distributed at meeting and attached*

**Resolved that** the Chairperson's Annual Report be received, considered and adopted as part of the 2012/2013 Annual Report.

#### 6.2 Executive Officer's Annual Report *Report distributed at meeting and attached Presentations slides attached*

The Executive Officer, Geoff Withycombe tabled his full annual report and provided delegates with a summary presentation. This focused on:

- Key Areas of Focus

- The Year in Review – ‘Facts and Figures’
- SCCG Internal Activities
- Key SCCG Program Outcomes
- SCCG Grant Applications
- Financial Position
- Conclusions and Thanks

**Resolved that** the Executive Officer’s (public officer) Annual Report be received, considered and adopted as part of the 2012/2013 Annual Report.

## 7. ANNUAL ELECTIONS

### Proceedings in Brief

The Chairperson introduced the procedures for the Annual Executive Committee elections. The Executive Committee consists of the Chairperson, two Vice Chairpersons, Treasurer and Secretary and up to three other committee members who are delegates of financial Member Councils.

Cr. Griffin handed over the Chair to the EO as returning officer for the purposes of the election of Chairperson.

### 7.1 Chairperson

Cr. Cathy Griffin (Manly Council) was nominated and elected as Chairperson.

### 7.2 Vice Chairpersons

#### (i) *Vice Chairperson (ocean council)*

Cr. Geoff Stevenson (Randwick Council) was nominated and elected as Vice Chairperson (Ocean Council).

#### (ii) *Vice Chairperson (estuarine council)*

Cr. Wendy Norton (Willoughby Council) was nominated and elected Vice Chairperson (Estuarine Council).

### 7.3 Treasurer (Honorary)

Cr. Peter Towell (Sutherland Council) was nominated and elected Treasurer.

### 7.4 Secretary (Honorary)

Cr. Jacqueline Townsend (Pittwater Council) was nominated and elected Secretary.

### 7.5 Executive Members

The following delegates were nominated and elected

- |                      |                        |
|----------------------|------------------------|
| 1) Cr. Lynne Saville | Willoughby Council     |
| 2) Cr. Irene Doutney | City of Sydney Council |
| 3) Cr. Leon Goltsman | Waverley Council       |

The 2013 - 2014 Sydney Coastal Councils Group Inc. Executive Committee consists of:

<b>Chairperson</b>	Cr. Cathy Griffin	Manly
<b>Vice Chairperson (Estuarine Council)</b>	Cr. Wendy Norton	Willoughby
<b>Vice Chairperson (Ocean council)</b>	Cr. Geoff Stevenson	Randwick

<b>Treasurer (Honorary)</b>	Cr. Peter Towell	Sutherland
<b>Secretary (Honorary)</b>	Cr. Jacqueline Townsend	Pittwater
<b>Member</b>	Cr. Lynne Saville	Willoughby
<b>Member</b>	Cr. Irene Doutney	City of Sydney
<b>Member</b>	Cr. Leon Goltsman	Waverley

Cr. Griffin thanked delegates for their support. Cr Griffin noted that it was a great honour to be elected as Chairperson and looked forward to working with delegates over the next 12 months.

## 7.6 Nominations for SCCG Honorary Members

Nominations for honorary membership for 2013/2014 to include but not limited to:

- E/Prof. Bruce Thom AM
- Dr Judy Lambert AM
- Mr Phil Colman
- Mr George Cotis
- Mr George Copeland
- Ms Wendy McMurdo

### Resolved that:

- 1) The SCCG Honorary members nominations be endorsed.
- 2) The Secretariat write to nominees inviting them to consider becoming Honorary Members.

## 7.7 Nominations for External Committees (if required)

The members of external committees are appointed by the relevant State Government agencies or Ministers. Nominations for the committees are not identified at this time.

**Resolved that** External Committee representation not required at this time.

## 8. CORRESPONDENCE

### 8.1 Sent and Received Correspondence

**Resolved that** the circulated “sent” and “received” correspondence be received and noted.

## 9. PRESENTATION – Office of Boating Safety & Maritime Affairs

**(Slides attached)**

### Proceedings in brief

Mr Howard Glenn, General Manager of the Office of Boating Safety and Maritime Affairs, provided a presentation to the Group.

The presentation included details of:

- Maritime Roles and Responsibilities
- Maritime Policy Agenda
- Boat Storage and Safe Waterways Access Strategy
  - Boat Trailer working group
- Boating Infrastructure Partnership Program
- Sydney Harbour Boating Destination Plan
- Reducing Red Tape
  - Planning Review
  - Maritime Property Policies and Procedures review
- Marine Estate Management Authority
- Moorings Review

**Questions / comments:**

- parking impacts of increased moorings (potentially within scope of moorings review)
- rock fishing deaths (working with police and emergency services)
- managing demand (no existing strategy - pursuing strategic approach through current / upcoming reviews)
- will changes to the definition of designated development affect approvals of new marinas (part of planning review)
- illegal storage of dinghies (MMC co-funding removal with councils – will address better management of boat storage / moorings through moorings review)
- demand management - pressures on councils to expand moorings and parking facilities due to more and larger boats
- sea grass friendly moorings (will be addressed in moorings review)
- personal watercraft (kayaks, paddle boards etc) & ocean swimming – storage / access and safety issues (addressing first through safety, but currently no formal interaction – no registration of personal watercraft makes enforcement difficult)
- stakeholder engagement
- cross promotions with Summerama (open to participation)
- decline of boat repairs facilities

**Resolved that:**

- 1) The presentation be heard and considered at the meeting.
- 2) Mr Glenn provide the SCCG with links to recent activities, policies and time lines for future consultations with Councils and the community.
- 3) Mr Glenn be thanked for his presentation and be invited back to address a future meeting of the SCCG.

**10. ADMINISTRATIVE MATTERS****10.1 New staff for the SCCG Secretariat**Proceedings in brief

SCCG EO congratulated and welcomed Emma Norrie, the Group's new Coastal Projects Officer. The EO noted that the selection process was extremely competitive with 51 applications and the interview panel interviewing 7 very strong candidates. Emma started with the Group on 17 September.

The EO noted that Rachael Buzio had resigned from the position of SCCG Coastal Projects Officer on 12 July to pursue her interests with further study in relation to natural resource management. We have been fortunate to be able to keep Rachael on in a one day / week 'Office Support' position via a 12 month contract.

**Resolved that:**

- 1) The EO's report be received and noted.
- 2) Emma Norrie be welcomed to the Group.
- 3) Rachael Buzio be thanked for her contributions.

**10.2 SCCG Strategic Plan (2010 – 2014) Implementation Monitoring Report (July 2012 – June 2013).**Proceedings in brief

SCCG Strategic Plan (2010 – 2014) implementation is to be reviewed annually and reported to the Annual General Meeting. The EO noted that the process aims to assess the pursuit towards achievement of 'Outcomes Statements' by evaluating implementation of 'SCCG Objectives' through performance indicators for associated 'SCCG Activities'.

Delegates were referred to the report in the Business Papers. It was noted that the results are presented in tables listing key outcomes and a rating of implementation success for each key theme. An overall rating is then provided for each outcome statement together with a brief written summary. Overall via the self assessment the outcomes achieved were the highest rating of “Good”.

**Resolved that:**

- 1) The report be received and considered.
- 2) SCCG delegates are requested to identify any issues and needs and areas for further focus in 2013-14.
- 3) The SCCG Strategic Plan 2012 – 2013 Implementation Monitoring report also be sent to Member Councils Mayors and GMs with the Chair’s and EO Annual Reports.

### 10.3 Review / redevelopment of the SCCG Strategic Plan (2010 – 2014)

#### Proceedings in brief

The EO noted that the SCCG Strategic Plan (2010 – 2014) now requires review and redevelopment over the next six to eight months.

It is proposed to again establish a “SCCG Directional Committee” made up of Councillors, professional staff and expert advisors. This committee will review and draft a new SCCG Strategic Plan in close collaboration with SCCG delegates and Member Councils more broadly. Nominations were sort for representation.

Cr. Irene Doutney	City of Sydney Council
Cr. John Mant	City of Sydney Council
Cr. Cathy Griffin	Manly Council
Cr. Tom Sherlock	Mosman Council
Cr. Selena Griffith	Pittwater Council
Cr. Geoff Stevenson	Randwick Council
Cr. Leon Gottsman	Waverley Council
Cr. Wendy Norton	Willoughby Council
Cr. Lynne Saville	Willoughby Council
Cr. Greg Levenston	Woollahra Council
Dr. Judy Lambert AM	Honorary Member
Ms. Wendy McMurdo	Honorary Member
Emeritus Professor Bruce Thom AM	Honorary Member

Expert Advisors to be invited:

Mr Gary James (General Manager)	Woollahra Council
Mr Nick Tobin (General Manager)	Willoughby Council
Mr Doug Lord	Coastal Environment Pty Ltd
Ms Kate Harris (CEO)	Centre for Sustainability Leadership
Prof. Lesley Hughes / Will Steffan	(former Australian Climate Commission)

The EO noted that it is envisaged that this Committee will meet twice face to face for scoping, review and direction setting workshops (one full day and one ½ day workshop). Committee delegates will also play an integral role in providing comment and input throughout the draft development process and throughout the Member Council consultation phases. A final Plan will be tabled at the September 2014 SCCG AGM for endorsement.

#### **Workshop – Reviewing the SCCG Strategic Plan (2010-2014)**

After the meeting break delegates participated in a brief workshop. This included two elements:

*i. ACTIVITY 1: OUTCOME STATEMENTS*

*Delegates were asked to provide comments on the six SCCG Outcome Statements, and rank the statements in order of priority based on their views of the role of the SCCG.*

ii. **ACTIVITY 2: 2018 VISION**

*Delegates were asked to identify their vision for the SCCG over the next four years in the areas including: i) enhancing leadership; ii) business models and enterprises; iii) roles and buy-in from Member Councils; iv) staffing and; Others.*

Outcomes of this preliminary workshop will be collated and presented to the first meeting of the Directional Committee.

**Resolved that:**

1. The report be received and considered.
2. Other SCCG delegates consider nomination for representation on the SCCG Strategic Plan Directional Committee.
3. Outcomes of the initial delegate's workshop be incorporated into the review process and presented to the first Directional committee workshop.

## 11. REPORTS

### Reports 11.1 - 11.6 FOR CONSIDERATION

#### 11.1 National Coastal Advocacy Campaigns for the 2013 Federal Election

Proceedings in brief

○ **KEY COASTAL MANAGEMENT ISSUES FOR FEDERAL ELECTION THE 2013**

The EO noted that, in preparation for the 2013 Federal Election, the SCCG resolved to request all relevant political parties contesting the election to outline their policy positions on seven key issues. The SCCG received responses and published a review document for information of Member Councils and other state and national stakeholders just prior to the election.

The EO noted that the responses from the major parties were disappointing with the Greens the only party to individually address each of the 7 SCCG policy positions.

○ **AUSTRALIAN COASTAL ADVOCACY ALLIANCE (ACAA)**

The EO noted the ACAA campaign for three key national issues:

- A collaborative national response to coastal planning and management involving all three tiers of government.
- An intergovernmental agreement defining the roles and responsibilities of each tier of government in relation to the coastal zone.
- A national coastal policy that addresses the challenges facing the coastal zone through a national coastal commission and accompanying Act.

The dedicated web page and facebook page had mixed success.

**Resolved that:**

- 1) The report be received and considered
- 2) The SCCG EO review outcomes of the two campaigns.
- 3) The SCCG write to the Prime Minister and Minister for Environment congratulating them on their appointment including information on the SCCG and its 'National Coastal Management Issues' document for their information and inviting them to address a future meeting of the SCCG.

## 11.2 SCCG Emergency Management Planning - a Health Check for Local Government

### Proceedings in Brief

SCCG in partnership with ANU, and supported by UNSW, NSW SES, MPES, and LGSA, secured funding under the Natural Disaster Resilience Program, NSW State Emergency Management Projects 2012-2013.

The project manager Dr Ian Armstrong reviewed the project and progress to date including:

- The results of the earlier “*Climate Change Adaptation in the SCCG 2012*”, indicated emergency management is poorly resourced in Member Councils.
- There is difficulty in ascertaining a clear statement of the responsibilities of Local Government from the legislation.
- Evidence that many functions and activities in Local Government apply to Emergency Management, although are often not recognised in this way due to perceptions of “emergency management” (“silos”).
- The preliminary survey of Local Government emergency management staff reinforced this approach and emphasised the lack of resources and support from State Government.
- The project has adopted a more holistic approach of beginning with what Local Government does now and then looking at how emergencies impact on those functions and how those functions can be utilised in emergency management.
- The view that emergency management organisations can progress from “Developing” to “Advancing” to “Mature” as they progress from a minimal *civil defence* model to a holistic *community safety practice*.
- The proposed consultation/conversations based on the impacts of hazards on Council functional areas, and how Council functional areas contribute to emergency management, to break down expectations of what is, and who does, emergency management.
- The conceptual outline of the Health Check as having three levels: an overview to communicate the overall status of emergency management in the organisation; a more detailed evaluation of key areas of Council activities and emergency management; and a more technical review of risk assessment and management for individual hazards.

The Project Team is preparing for more detailed consultation over the next few weeks leading to a draft Health Check for review by the Advisory Committee (AC) on 28 November. The AC review will provide a revised tool for presentation to a Forum/workshop on 11 December. The project will conclude end of March 2014.

#### **Resolved that:**

1. The report be received and noted.
2. SCCG delegates assist with Member Council promotion and participation in the project.

## 11.3 Becoming Social – SCCG Social Media Project

### Proceedings in Brief

The project manager, Stephen Summerhayes, provided a review of the project and progress to date. Delegates were informed that the project will develop tools and strategies that facilitate greater understanding, use, monitoring and evaluation of social media platforms to engage, inform, consult and collaborate with residents on environmental issues, policies and programs.

Progress to date includes:

- **Stage 1 Member Council Survey:** exploring Councils' current understanding and use of social media. **(completed)**



- **Stage 2 Literature Review:** review investigated, summarised and synthesised social media and its use in Government engagement, education and policy development. **(completed)**
- **Stage 3 Tools Development:**
  - Develop user-friendly tools to assist councils know what form of social media to use, how and when.
  - Pilot test the tools with a relevant case study.
  - Monitor and evaluate social media activity to identify how it influenced the development of an environmental policy or initiative. **(Contract now let)**

**Resolved that:**

- 1) The report be received and noted.
- 2) SCPO update be heard and considered.

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

### Proceedings in Brief

The EO highlighted that the SCCG has just secured \$1.9M from the national “Caring for Country – Biodiversity Program” to undertake “Sydney’s Salty Communities – Turning the Tide on Blue-Green Carbon”.

Delegates were informed that the project includes 5 key elements:

1. Identify, assess, map and prioritise areas of valuable foreshore biodiversity and their associated condition, exposure and resilience
2. Develop necessary information, methods and tools to minimise loss of environmental values resulting from current and future population and climate impacts on foreshore and intertidal lands;
3. Establish a targeted, responsive and accountable devolved grant program available to Sydney coastal land managers to restore, enhance, strengthen and maintain these communities (\$1.6M)
4. Develop and implement inclusive education, outreach and biodiversity custodian programs;
5. Integrate existing land use planning and management frameworks with appropriate management responses to climate change.

The Secretariat was congratulated on this exciting development.

**Resolved that:**

1. The report be received and noted.
2. SCCG delegates assist with Member Council promotion and participation in the project.
3. The Secretariat formally write to Member Councils informing them of the project.

## 11.5 NSW Reforms to Coastal Management in NSW

**Resolved that:**

1. The report be received and noted.
2. Through discussion, the SCCG determine additional actions to address Member Council issues and concerns.

## 11.6 SCCG Capacity Building Program & Engagements 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 SCPO reported on recent and upcoming events:

**Recent events:**

- The SCCG The Art of Communication Forum (Customs House) 1 August
- SCCG – UNSW Climate Change Adaptation Field Trip 24 June
- SCCG – Australian Government - Coastal Adaptation Pathways Coastal Practitioners Workshop 24 June

**Upcoming event: SCCG Coastal Economics Forum - 28 November**

SCCG Coastal Economics forum will be a ¾ day event. The SCCG will launch the 'Quantifying the Value of Sydney's Beaches' and the 'Beach and Surf Tourism and Recreation' projects as well as reviewing the Cost Benefit Analysis tools recently prepared for Seawalls as part of the SCCG CAPs project entitled "Assessment and Decision Frameworks for Existing Seawalls".

**Resolved that** the report be received and considered.

**DELEGATE WORKSHOP****"MEMBER COUNCILS ROUND TABLE UPDATES & ISSUES DISCUSSION"**

A facilitated session was held to provide Member Councils via their elected delegates an opportunity to update delegates on Councils' activities and discuss outstanding issues that are in line with the SCCG Strategic Plan i.e. issues under the Group's Six Strategic Outcome statements:

See: <http://sydneycoastalcouncils.com.au/sites/default/files/strategicplan2010-2014.pdf>

- Send letter to new Mayors (Cr. Levenston - Woollhara)
- Research hydrology of catchments (Cr. Saville - Willoughby)
- Cr. Griffin seeks to establish a workshop with Sydney water, IPART and EPA to end ocean outfalls - SCCG to submit item at December meeting)
- Cr. Townsend to send response from Sydney Water to SCCG & Sydney metropolitan mayors
- Look at container deposit legislation and management of Sydney waterways (Cr. Townsend - Pittwater)
- Environmentally friendly pesticides (Cr. Gottsman - Waverley)
- Cr Saville raised the matter of continuing practice to extend ocean outfalls and long overdue need to recycle, re-use water with catchments to contact Sydney Water (these issues to be raised in the proposed SWC and IPART workshop in 2014.

**Resolved that:**

- 1) Delegates be provided with 5 minutes to address relevant updates and issues
- 2) SCCG send a letter to new Mayors congratulating them on their appointment,
- 3) SCCG action in response be determined or referred to the SCCG Executive Committee for further consideration.

**Reports 11.7 – 11.11**  
**FOR INFORMATION ONLY**

**Resolved that** reports for 'information only' be received and noted (pending inquiry).

**11.7 Beachwatch & Harbourwatch Programs Update (May-July)**

**11.8 Hawkesbury Nepean Catchment Management Authority's Update**

**11.9 NSW Department of Primary Industries Aquatic Biosecurity & *Caulerpa taxifolia* Report**

**11.10 Key Activities Report for June – August 2013**

## 12. TREASURER'S REPORT

### 12.1 Annual Financial Statement for the period 1 July 2012 to 30 June 2013

**Resolved that:**

- 1) The Annual financial statement for the period 1 July 2012 to 30 June 2013 be received and noted.
- 2) That Sydney Coastal Councils Group Inc make the following statement (subject to the satisfactory audit of the SCCG finances).

In the opinion of the Members of the Sydney Coastal Councils Group Inc:

(a) the accompanying general purpose financial report of and special schedules of the Sydney Coastal Councils Group Inc for the period ending 30 June 2013 are drawn up so as to give a true and fair view of:

- (i) the state of affairs of the Group as at 30 June 2013, and the operating result and cash flows for the financial year ended on that date and all controlled entities; and
- (ii) the other matters required to be disclosed;

(b) the general purpose financial report and special schedules are in accordance with the accounting and other records of the Group; and

(c) the general purpose financial report is drawn up in accordance with accounting policy disclosed in the statement; and

(d) no circumstances have arisen which would render the report false or misleading in any way.

### 12.2 Final SCCG Operating Budget 2012 - 2013

**Resolved that** the final SCCG Operating Budget 2012 – 2013 be received and noted.

## 13. GENERAL BUSINESS

- **Discussion Items** (Please note all General Business items must be submitted prior to the meeting).

### 13.1 Remaining 2013 Meeting date / Next Meeting

- | <b>Date</b>                           | <b>Location</b>  |
|---------------------------------------|------------------|
| • Saturday 7 December 2013 at 12 noon | (City of Sydney) |

### 13.2 Items for Press Release

**Resolved that** items for press release be considered.

### 13.3 Agenda items for the next SCCG meeting

**Resolved that** delegates suggest additional agenda items including presentations for the next SCCG meeting proposed for 7 December 2013 starting at 12 noon.

### 13.4 Next Meeting

**Resolved that** the next meeting of the Group be held on 7 December 2013 at the City of Sydney (pending confirmation).

Cr Griffin closed the meeting and thanked delegates for their attendance and contributions.

The meeting closed at 3.25pm.

Confirmation of Minutes: .....

/ /