

PORT HACKING MANAGEMENT SUB-COMMITTEE CHARTER

February 2022

PREPARED BY:

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SUTHERLAND SHIRE

1. NAME

Port Hacking Management Sub-Committee.

2. PURPOSE

The Port Hacking Management Sub-Committee is to oversee the development of the Port Hacking Coastal Management Program with the aim to protect and enhance the social and environmental values of the estuary.

3. OBJECTIVES

The objectives of the Port Hacking Management Sub-Committee are to:

- Oversee the preparation of the Port Hacking Coastal Management Program (CMP)
- Act as a forum for discussing key management issues relevant to the Port Hacking
- Advise Council and other stakeholders on appropriate management actions.

4. MEMBERSHIP

Sub-Committee Membership shall consist of:

4.1. Voting Members

- Councillor (appointed by Council to act as Chairperson)
- Councillor (appointed by Council to act as Deputy Chairperson)
- Five (5) community representatives (residents within the Sutherland Shire Local Government area with relevant qualifications or experience).

4.2. Non-Voting Members

- Manager Assets Services, Sutherland Shire Council (or delegated representatives)
- Team Leader Stormwater & Waterway Assets, Sutherland Shire Council
- Manager Environmental Science, Sutherland Shire Council (or delegated representative)
- Manager Strategic Planning, Sutherland Shire Council (or delegated representative)
- NSW National Parks & Wildlife Service representative
- NSW Maritime representative
- NSW Crown Land representative
- NSW Department of Planning, Infrastructure and Environment, Environment Energy Science (EES) Group representative
- Additional invited community representatives, as required

4.3. Chairperson

A Councillor appointed by Council.

4.4. Deputy Chairperson

A Councillor appointed by Council.

5. MEMBER COMPLIANCE

All Port Hacking Management Sub-Committee members shall be bound by the provision of this Charter, the Code of Conduct for Councillors, the Code of Conduct for Council Staff and the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

6. AUTHORITY

The Port Hacking Management Sub-Committee was established on the authority of Sutherland Shire Council at its meeting held on 21 February 2022 (COR017-22, Minute No. 24).

7. MEETINGS

7.1. Agenda and Minutes

The agenda shall be determined by the Chairperson of the Port Hacking Management Sub-Committee and circulated to Members at least one week prior to any meeting.

Minutes of all meetings are to be recorded accurately, approved by the Chairperson and circulated to members within three weeks following the meeting.

7.2. Meeting Frequency

Meetings of the Port Hacking Management Sub-Committee shall be held as required or at such time as determined by the Chairperson.

7.3. Quorum

The quorum of the Port Hacking Management Sub-Committee shall be four (4) Voting Members including one (1) Councillor.

7.4. Voting

Each Voting Member shall be entitled to one (1) vote in respect to any matter and the decision of the Port Hacking Management Sub-Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote.

Decisions requiring a vote shall not be made at any meeting unless a quorum is present.

7.5. Venue

The venue shall be at Council's Administration Building or at a meeting place determined by the Port Hacking Management Sub-Committee. Meetings may alternatively be held virtually with the use of a web-based meeting service.

7.6. Procedural Matters

In relation to any procedural matter, the ruling of the Chairperson shall be final.

8. TERM AND TENURE OF SUB-COMMITTEE

8.1. Term of Sub-Committee

As required until Stage 4 of the Port Hacking Coastal Management Program is approved and Stage 5 commences.

8.2. Tenure of Office

Voting Members shall hold office as determined by Council and, where applicable, in accordance with the provisions of the *Local Government Act 1993*.

Non-Voting Members shall remain while such persons continue to hold the position as stated or as determined by the Chief Executive Officer.

8.3. Vacancies

A vacancy on the Port Hacking Management Sub-Committee shall be filled in the same manner as the original appointment was made.

9. VARIATION OF THE CHARTER

This Charter may be added to, repealed, or amended by resolution of the Council in consultation with or upon the recommendation of the Port Hacking Management Sub-Committee.

End of Document

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