

Stockton Beach Taskforce

Terms of Reference

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The Stockton Beach Taskforce (the Taskforce) will enable a sand nourishment program for Stockton Beach through engagement and being updated and consulted on the delivery of activities funded under the Commonwealth Coastal and Estuarine Risk Mitigation Program (CERMP). The Taskforce will be engaged, updated and consulted on arrangements to transition to implementation, monitoring and maintenance of mass sand nourishment in the longer term.

This document sets out the Taskforce's roles and responsibilities, composition, reporting and administrative arrangements.

Roles and Responsibilities

The Taskforce will:

- Monitor progress and be consulted on activities:
 - funded under the CERMP, announced in late 2022. The key deliverables under this funding are:
 - initial dredging campaign to access sand from Area E for beach nourishment works
 - investigation of sand sources in the North Arm of the Hunter River
 - investigating sand sources and environmental and other approval requirements for extracting sand from offshore marine margins.
 - to transition from the CERMP to delivery by the NSW Government of the \$21 million mass sand nourishment funding commitment and governance framework.
- Provide a forum for the Minister for Regional NSW to engage with key stakeholders to facilitate problem-solving on the complexities, risks, opportunities and potential of the longer-term options for Stockton Beach.
- Operate within the framework established by the NSW Department of Planning and Environment Coastal Management Program, focusing on achieving the objects and objectives of the *Coastal Management Act 2016 (CM Act)*.

A Coastal Management Program has been prepared by the City of Newcastle. Sand nourishment work will align with the purpose and intent of the Coastal Management Program.

The Taskforce has no role or function in the statutory planning and approval processes under the *Coastal Management Act* relating to development of the Coastal Management Program.

The Taskforce is not a formally appointed NSW Government Board or Committee and members are not remunerated for their participation.

Composition and Tenure

The Taskforce will consist of representatives including:

- Chair – Minister for Regional New South Wales
- NSW Minister for the Hunter
- A representative from the Department of Planning and Environment (Biodiversity and Conservation Division)
- A representative from NSW Public Works
- A representative from the Department of Regional NSW Regional Development & Programs
- A representative from NSW Mining Exploration and Geosciences
- The Lord Mayor of the City of Newcastle Council
- A City of Newcastle Council staff member, as nominated by the Lord Mayor/General Manager, as being responsible for the Coastal Management Program
- The Chair of the Stockton Community Liaison Group
- 2 x community representatives appointed by the Chair
- The Chair (or their nominated delegate) of the Worimi Local Aboriginal Land Council
- The Chair of the Coastal Council (or their nominated delegate)
- A representative from the Port of Newcastle

Each organisation/group represented on the Taskforce will nominate two representatives, a primary and an alternate. The alternate shall deputise in the absence of the primary representative.

Community representatives will be members of the Taskforce in their individual capacity only and may not delegate attendance.

Technical experts from the Department of Planning and Environment (Biodiversity and Conservation Division) and the City of Newcastle Council with direct responsibility for the administration of the Coastal Management Act, and/or implementation of the Coastal Management Program as it relates to Stockton Beach, may attend in an observer capacity to provide advice and answer questions that arise within the Taskforce discussions.

The role of the Taskforce, its Terms of Reference and membership will be reviewed after 12 months or as otherwise determined by the Chair. The Chair can, at any time, make the decision to discontinue the Taskforce.

Secretariat

The Department of Regional NSW (Regional Development & Programs) will provide secretariat support to the Taskforce.

The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chair, before the meeting.

Minutes must be approved by the Chair and will be circulated to each member and Taskforce observers.

Meeting Arrangements

The Taskforce meetings will be held quarterly, or to align with significant program milestones where Taskforce input is required.

A quorum for the meetings will constitute a minimum of half the representatives.

Meetings can be held in person, by telephone or by video conference.

Meetings will be restricted to Taskforce members only. The Taskforce may arrange for special guest speakers from time to time, to provide specialist advice or information. Observers are permitted with the agreement of the Chair or as outlined above in Composition and Tenure.

Decision making will be by consensus.

Guest speakers will be given a time limit on presentations.

A summary of issues, actions and decisions will be recorded. An action log will be developed and tabled at each meeting.

Confidentiality

It is understood that members of the Taskforce are representing their organisation, group or wider community and will need to discuss both the items on the agenda and the outcomes of the meetings to be fully prepared to engage in the discussion and to be an effective conduit to the network they represent.

At the same time, it is intended that members will be able to discuss difficult issues in an environment of trust to ensure that all options and opportunities are fully considered. To this end, some specific discussions that occur within the Taskforce will be confidential.

In these instances, the Chair will clearly identify the matter and that part of the minutes will be notated as confidential. At the conclusion of the discussion, the Taskforce may agree to issue a communique of key outcomes that members may share with their organisation, group or community network.

Conflicts of Interest

Members will provide respective declarations in relation to any conflicts of interest that would preclude them from being members of the Taskforce or consider particular issues within a meeting.

Members must declare these conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest will be appropriately recorded in the minutes.

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

Engagement with the Media

Only the Chair (or their authorised spokesperson) will be permitted to make comment to the media on behalf of the Taskforce.