

## Central Coastal Management Program Advisory Committee

**Meeting Date:** Monday, 15 March, 2021  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

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### Agenda

1. **Apologies**
2. **Confirmation of Minutes**
  - Central Coastal Management Program Advisory Committee - 30 November 2020..... 1
3. **Declarations of Interest**
4. **Reports**
  - CC21.1 Update on the Coastal Management Programs (CMPs).....6
  - CC21.2 Project Brief Structure for Coastal Management Programs ..... 13
5. **General Business**

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**Membership**

Clr White (Chairperson)  
All other Councillors (Non voting members)  
CEO or nominee

Community representatives  
Christopher Grounds  
Graham John Connolly  
Tony Thompson  
Bob Pullinger  
Julie Court  
Samuel Dunnett

Representatives from Government Agencies:  
Local Aboriginal Land Council  
NSW State Emergency Services  
Department of Planning, Environment and Industry (DPIE)  
Other relevant Government Agency representatives

Quorum – Three (3) provided that a minimum of the Chairperson and two community representatives are present.

**Purpose**

The principal objective of the Central Coastal Management Program Advisory Committee is to assist Shoalhaven City Council in the development and implementation of one or more Coastal Management Program plans for the central area of the Council. This will need to be in accordance with the NSW Coastal Management Manual. The central area applies to the following coastal areas and estuaries:

- St Georges Basin
- Jervis Bay
- Currumbene Creek
- Moona Moona Creek
- Currarong Creek
- Callala Creek
- Sussex Inlet
- Swan Lake
- Berrara Creek
- Shoalhaven Urban and Rural estuaries.

**Role**

1. To assist the Council in the development and implementation of the coastal management programs for the areas listed under 'Purpose' (see above);
2. To assist the Council monitoring and assessing the effectiveness of the management program during and after its implementation;
3. To assist the Council providing input into known coastal event(s) and erosion behaviour as part of the Coastal Management Program;
4. Provide and review scientific advice and integrate this knowledge into the preparation and review of the Coastal Management Program; and
5. Facilitate broader community consultation and participation in coast and estuary management through informing and liaising with member community groups.

## MINUTES OF THE CENTRAL COASTAL MANAGEMENT PROGRAM ADVISORY COMMITTEE

**Meeting Date:** Monday, 30 November 2020  
**Location:** City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Clr John Wells - Acting Chairperson  
Clr Patricia White  
Kelie Clarke – Environmental Services Manager

<u>North</u> (remotely)	<u>Central</u> (remotely)	<u>Southern</u> (remotely)
Claude Domio	Christopher Grounds	Monica Mudge
Denise Belling	Tony Thompson	Jackson Green
Plaxy Rowe	Bob Pullinger	Adam Crossley
John Gould	Julie Court	Michael Brungs
Leonie Sinclair	Samuel Dunnett	Dirk Treloar
	Graham Connolly	

Also present:

Nigel Smith – Coastal Coordinator  
Leslie Reid – Natural Resources Officer  
Danny Wiecek – Department of Planning, Industry and Environment (remotely)  
John Bucinkas – Department of Planning, Industry and Environment (remotely)  
Jason Carson - South East Local Land Services (remotely)  
Michael Phelan – National Parks and Wildlife Service (remotely)  
Carla Ganassin – DPIE Fisheries (remotely)  
Jillian Reynolds – DPIE Fisheries (remotely)  
Sam Davis – Jervis Bay Marine Park (remotely)  
Cameron Whiting – Eurobodalla Shire Council (remotely)

### Election of Chairperson

**RESOLVED** (Clr White / John Gould)

That Clr Wells be appointed as the Acting Chairperson for this meeting.

CARRIED

Graham Connolly gave the Welcome to Country.

## Apologies / Leave of Absence

Apologies were received from Cllr Levett and Allan Carle.

## Declarations of Interest

Nil

## PRESENTATIONS

### CC20.1 NSW Coastal Management Framework and Implementation Across the Shoalhaven

HPERM Ref:  
D20/527276

Danny Wiecek, Senior Coast and Estuary Officer, Department of Planning, Industry and Environment (DPIE), presented the NSW Coastal Management Framework and its implementation across the Shoalhaven. (Presentation attached to these Minutes.)

He explained that his role to assist Council to prepare Coastal Management Plans (CMPs). Councils are required to manage the coast consistent with the new Framework, comprising:

- Coastal Management Act 2016 (CM Act) - ecologically sustainable development
- State Environmental Planning Policy (Coastal Management) - specifies how development proposals are to be assessed if they fall within the coastal zone
- NSW Coastal Management Manual - provides guidance on how to prepare a CMP and integrate coastal management with other strategic and land use planning processes
- NSW Coastal Council, and
- Coastal and Estuary Grants Program

Danny Wiecek set out Shoalhaven City Council's progress through the stages of preparing its CMP. Stage 1, the city-wide scoping study, is complete. Stage 2 is now to determine risks, vulnerabilities and opportunities; Stage 3 to identify and evaluate options. Stage 4 will be to prepare, exhibit, and finalise CMP. Stage 5 to implement, monitor, evaluate and report back. The Committees are to be kept up to date on implementation and will have input into this process.

Any new proposals should come through the CM Framework to ensure they are properly assessed against the full range of strategies, and by the whole community.

Danny described examples of Bega, Eurobodalla, and Lake Illawarra LGAs' CMP progress and committee structures.

He clarified the specific Coastal Management Manual is newer than the CZMP Manual, and should be on the DPIE website. A link will be distributed to members.

Programs are designed to look at key threats and assess impacts, then look at the range of options to mitigate these. Options might include hard engineering to protect something, or relocating an asset, but the object is to run through the risk process of likelihood and consequence of impact on an asset.

Graham Connolly noted that there has been consultation with LALCs, but Tribal Custodians should also be involved to ensure sites are being looked after. Danny Wiecek advised DPI recommend seeking input from the appropriate groups to inform processes. Kelie Clarke – Environmental Services Manager, agreed this is important, clarifying that for this reason specific Aboriginal community representatives had been sought as members. Council is working to improve the consultation process.

## REPORTS

### **CC20.2 Terms of Reference and Purpose of the Advisory Committees**

**HPERM Ref:  
D20/527107**

The Committees were introduced to Nigel Smith – Coastal Coordinator, and Leslie Reid – Natural Resources Officer.

Kelie Clarke, Environmental Services Manager, summarised the main points of the Terms of Reference (<http://doc.intranet/displaydoc.aspx?record=POL20/60>), including purpose, delegations, external agency participation.

Any amendments to the Terms of Reference are required to be put before the full Council for resolution. Committee recommendations also pass to Council for consideration and adoption.

#### **Recommendation (Item to be determined under delegated authority)**

That the Committee:

1. Undergoes a round of introductions led by the Committee Chair
2. Receive the Terms of Reference for information
3. Agree upon the following
  - a. How often they would like to meet
  - b. The preferred attendance platform (online or in person as guided by COVID-19 restrictions)

#### **RESOLVED** (By consent)

That the Committee:

1. Undergoes a round of introductions led by the Committee Chair
2. Receive the Terms of Reference for information
3. Agree upon the following
  - a. How often they would like to meet
  - b. The preferred attendance platform (online or in person as guided by COVID-19 restrictions)

CARRIED

### **CC20.3 Shoalhaven Coastal Management Program Scoping Study**

**HPERM Ref:  
D20/527129**

Nigel Smith – Coastal Coordinator presented the Scoping Study and Coastal Management Program together. (Presentation attached to these Minutes.)

The CMP is currently at Stage 2, the writing of tender briefs and advertising of CMPs. There will be individual CMPs for Shoalhaven Coastline / Jervis Bay, and Sussex Inlet / Swan Lake / Berrara Creek / St Georges Basin, but they will be packaged together for certification.

An update was given on the stage progress for Lake Conjola CMP, Shoalhaven Coastline CMP, Jervis Bay CMP, Sussex Inlet, Swan Lake and Berrara Creek CMP, St Georges Basin CMP, and Shoalhaven River Estuary CMP.

Bob Pullinger asked when consultants are to be appointed for Jervis Bay. Staff confirmed the briefs are being written before the end of the year, followed by a 21 day advertising period, assessment

of tenders, the report to Council, then the selection process will take place. Council will endeavour to seek input from the Committee but these timeframes are very short and this may not be possible. Input already received for the development of the Scoping Study will inform the brief. Clr Wells suggested the brief be circulated to the relevant Committee and any feedback be given to staff.

John Gould asked for the date of the initial coastal hazard study that must have preceded. Staff advised this had been undertaken in 2004, identifying these 10 high risk areas. The Coastal Hazard Study was updated in 2016, and endorsed when the CZMP was adopted in 2017. A package of links will be circulated to Committee members.

The consultant will draft the CMP document, although sub-consultants might undertake some of the technical studies. Stage 3 consultation will include the Committees.

Leslie Reid – Natural Resources Officer advised the Scoping Study includes an engagement intent outline that sets out the levels of engagement with the community; these can be found in section 5 and in the appendix, Stakeholder and Community Engagement. This will be included in the list of links.

The key stakeholders are identified for each CMP. The Scoping Study has also identified key stakeholders, including these Committees, Community Consultative Bodies, Aboriginal and other community groups, and relevant property owners – they are different for each CMP. Seeking their input is part of the process of stage 2.

**Recommendation (Item to be determined under delegated authority)**

That the Coastal Management Program Advisory Committees receive the report on the Shoalhaven Coastal Management Program Scoping Study (2020) for information.

**RESOLVED** (By consent)

That the Coastal Management Program Advisory Committees receive the report on the Shoalhaven Coastal Management Program Scoping Study (2020) for information.

CARRIED

**CC20.4 Shoalhaven City Council's Coastal Management Programs**

**HPERM Ref: D20/527096**

This item was dealt with in conjunction with NC20.3 - Shoalhaven Coastal Management Program Scoping Study.

**Recommendation (Item to be determined under delegated authority)**

That the Coastal Management Program Advisory Committees receive the report on the Coastal Management Act (2016) for information.

**RESOLVED** (By consent)

That the Coastal Management Program Advisory Committees receive the report on the Coastal Management Act (2016) for information.

CARRIED

**CC20.5 Application for Membership - Alannah Mannix**

**HPERM Ref: D20/527133**

The Youth representation position on the North CMP Advisory Committee had been vacant, so Council had resolved to involved out to Alannah Mannix to submit an application.

**Recommendation**

That Council appoint Alannah Mannix as a Youth Representative member of the North Coastal Program Management Advisory Committee.

A recommendation to appoint Alannah Mannix as a Youth Representative member of the North Coastal Program Management Advisory Committee is being submitted to Council via a report of the North Coastal Program Management Advisory Committee.

There being no further business, the meeting concluded, the time being 4.59pm.

Clr John Wells  
ACTING CHAIRPERSON

## **CC21.1 Update on the Coastal Management Programs (CMPs)**

**HPERM Ref:** D21/95885

**Department:** Environmental Services

**Approver:** Colin Wood, Manager - Certification & Compliance

### **Reason for Report**

The purpose of this report is to provide the Coastal Committees with an update on the progress and status of the Coastal Management Programs.

### **Recommendation (Item to be determined under delegated authority)**

That the North Coastal Management Program Advisory Committee receive the report on the status of the Coastal Management Plans for information.

### **Options**

1. Accept the report for information.

Implications: Nil

2. Provide an alternative recommendation

Implications: The details will need to be provided for staff to ratify.

### **Background**

Following on from the information provided in *Shoalhaven City Council's Coastal Management Programs (NC20.4)*, Staff have commenced working on the Coastal Management Programs (CMPs) according to the schedule adopted on 23 June 2020 (MIN20.436).

The Coastal Management Manual recommends council follow a five-stage risk management process for the preparation and implementation of a CMP. The five-stage process is illustrated in Figure 1, below.



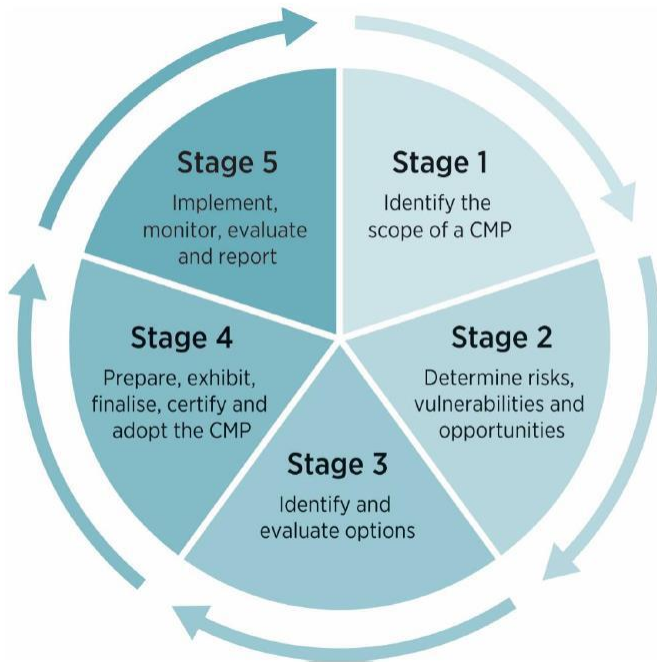


Figure 1 Stages in preparing and implementing a CMP (Coastal Management Act 2018)

**Stage 1 – Identify the scope of the CMP**

The Final Shoalhaven Coastal Management Program Scoping Study (referred to as The Scoping Study) was adopted by Council at the Strategy and Assets Committee meeting on 9 June 2020.

The Scoping Study outlines more specifically the objectives of the individual CMPs, as well as the forward program for each. Stage 1 has been completed.

**Coastal Management Plan Status Updates**

All grant applications for the CMPs for 2021 and 2022 have been submitted to the NSW Department of Planning, Industry and Environment (DPIE). The Lake Conjola CMP is underway with an existing grant. Staff are awaiting the outcome of the other funding applications.

Table 1 provides a status summary of the CMP programs.

Table 1 CMP Program Status Updates

Coastal Management Program Priority	Status
<b>Lake Conjola Estuary</b>	<ul style="list-style-type: none"> <li>• Consultant (Royal HaskoningDHV) awarded contract</li> <li>• work has commenced.</li> </ul>
<b>Shoalhaven Coastline (update)</b>	<ul style="list-style-type: none"> <li>• Grant application submitted.</li> <li>• The Draft Project Brief has been written and supplied to North, Central and South committees for review and comment. Comments back from Committees received.</li> <li>• Awaiting award of grant from DPIE to publicly advertise the Request for Tender (RFT).</li> </ul>

<b>Jervis Bay (stand-alone)</b>	<ul style="list-style-type: none"> <li>• Grant application submitted,</li> <li>• The Draft Project Brief has been written and supplied to North, Central and South committees for review and comment. Comments back from Committees received.</li> <li>• Awaiting award of grant from DPIE to publicly advertise the Request for Tender (RFT).</li> </ul>
<b>Sussex Inlet/Swan Lake Berrara (stand-alone)</b>	<ul style="list-style-type: none"> <li>• Grant application submitted.</li> <li>• The Draft Project Brief being written and is likely to be shared to committees for review by mid 2021.</li> </ul>
<b>St Georges Basin</b>	<ul style="list-style-type: none"> <li>• Grant application submitted.</li> <li>• The Draft Project Brief being written and is likely to be shared to committees for review by mid 2021.</li> </ul>
<b>Lower Shoalhaven River</b>	<ul style="list-style-type: none"> <li>• Grant application submitted.</li> <li>• The Draft Project Brief being written and is likely to be shared to committees for review by mid 2021.</li> </ul>
<b>Lake Wollumboola</b>	No update, scheduled for 2023
<b>Burrill Lake</b>	No update, scheduled for 2023
<b>Lake Tabourie</b>	
<b>Lake Willinga</b>	
<b>Currumbene Creek, Moona Moona Creek</b>	No update, scheduled for 2024
<b>Shoalhaven Urban &amp; Rural Estuaries</b>	No update, scheduled for 2025

CC21.1

## Community Engagement

### Stakeholder and Community Engagement for Future Stages of the CMP

Several different methods will be utilised to communicate and engage with key stakeholders throughout each stage of the CMP. Each communication channel and tool has been selected to target specific audiences to ensure the information is disseminated effectively and efficiency to the community. It is essential Council affords the community an opportunity to provide feedback to these projects.

An action plan has been developed for future consultation activities. These provide detail of the key communication and engagement activities to be undertaken during each stage of the project.

Activities may change throughout the project in response to community needs. The action plan will be reviewed and updated as required by the following stakeholders:

- Consultancy team preparing the CMP – Consultant;
- Coastal and Estuary Management team – CEM team; and
- Communications and community engagement team – Comms team.

A Stakeholder and Community Engagement Strategy has been developed for use in subsequent stages of the CMP and this is provided in Appendix F of the Scoping Study. Specific stakeholders identified for consultation include Government Agencies, Local Government and the Community.

Stage 2 and 3 Communication and Engagement Activities:

As mentioned above, Appendix F of the Scoping Study provides a Stakeholder and Community Engagement Strategy. Within the Strategy, an Action Plan has been provided detailing the key communication and engagement activities that will be undertaken during each stage of the project. The table below outlines a draft of what to expect throughout Stages 2 and 3 of preparing and implementing a CMP.

Table 2: Stage 2/3 Action Plan

Deliverable	Details	Responsibility	Resources needed	Timeframe
<b>Stage 2/3 – Preparing Draft CMP (Determining risks, vulnerabilities and opportunities/ Identifying and evaluation outcomes)</b>				
<b>Media Release</b> <ul style="list-style-type: none"> <li>• Frontline News</li> <li>• Get Involved</li> <li>• Council website</li> <li>• Radio</li> <li>• Social media</li> </ul>	<ul style="list-style-type: none"> <li>• Update information to include future public engagement opportunities</li> <li>• Provide brief background information on the coastal processes, hazards and management options.</li> </ul>	Consultants Comms Team CEM team	<ul style="list-style-type: none"> <li>• Consultants to provide input into the media release.</li> <li>• CEM team to review consultants input into media release.</li> <li>• Comms team to prepare the material for media release.</li> </ul>	In early stages of CMP Preparation
<b>Q &amp; A</b>	<ul style="list-style-type: none"> <li>• Prepare a Q&amp;A list of standard question and answers to be included in Media Releases, Get Involved website and face – to – face consultations</li> </ul>	Consultants CEM Team	Use the Our Coast Our Lifestyle Q&A as a guide	In early stages of the CMP

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Deliverable	Details	Responsibility	Resources needed	Timeframe
<b>Survey Form</b>	<ul style="list-style-type: none"> <li>Prepare a survey form to be included in Get Involved, face-to-face consultations and other forms of engagement.</li> <li>Survey should primarily address estuary management and more specific coastline issues.</li> <li>General coastline issues have already been explored by OCOL</li> </ul>	Consultants CEM Team	Use the Our Coast Our Lifestyle survey as a guide	In early stage of CMP Preparation
<b>Get Involved online platform</b>	<ul style="list-style-type: none"> <li>Get Involved will be a multifunctional online platform to have access to information, read Q&amp;A, complete surveys and provide their own comments on coastal management. (Captures the younger aged community)</li> </ul>	Consultants CEM Team Comms Team	<ul style="list-style-type: none"> <li>Consultants &amp; CEM team to provide input into online platform including:               <ul style="list-style-type: none"> <li>- Timeline or key dates for engagement opportunities</li> <li>- Links to information on the coast</li> <li>- Q&amp;A List</li> <li>- Survey Form</li> </ul> </li> </ul>	During Preparation of CMP

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Deliverable	Details	Responsibility	Resources needed	Timeframe
<b>Public community engagement</b> <ul style="list-style-type: none"> <li>• <b>Workshops</b></li> <li>• <b>Drop in sessions</b></li> <li>• <b>Scheduled meetings</b></li> <li>• <b>Surveys via phone</b></li> <li>• <b>Radio interviews</b></li> </ul>	<ul style="list-style-type: none"> <li>• Engage directly with various local community groups to obtain the community feedback on priority focuses for management of the coast and estuaries.</li> <li>• Present management options that are being considered for the coast and estuary for feedback and discussion.</li> <li>• Funding options should be presented to the community for feedback, discussion and reshaping.</li> </ul>	Consultants CEM Team	Consultants to provide input into the coordination and management of each engagement events	During Preparation of CMP
<b>Stakeholder &amp; agency engagement</b> <ul style="list-style-type: none"> <li>• <b>Workshops</b></li> <li>• <b>Meetings</b></li> <li>• <b>Emails</b></li> <li>• <b>Phone</b></li> </ul>	<ul style="list-style-type: none"> <li>• Shoalhaven Council – Council members with relevant responsibilities should be informed of their future role. Ensure there is minimal clashing in management strategies with other SCC sections' current or future strategies.</li> <li>• State agencies – Present management options that are being considered for the coast and estuary for feedback and</li> </ul>	Consultants CEM Team	Updated Management Actions for the Coast and Estuaries	During Preparation of CMP

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	<p>discussion. There can be potential clashing in management strategies and objectives between SCC and other agencies.</p> <ul style="list-style-type: none"> <li>• Adjacent councils – Engage with adjoining councils with common sediment compartments to ensure a consistent approach to managing the sediment compartment. Sharing of knowledge is also beneficial.</li> <li>• NSW DPIE – Feedback on CMP progress</li> </ul>			
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CC21.1

**Summary**

This report has been provided to update the Coastal committees on the progress and status of the Coastal Management Programs. It is recommended that the report be accepted for information.

## CC21.2 Project Brief Structure for Coastal Management Programs

**HPERM Ref:** D21/95830

**Department:** Environmental Services

**Approver:** Colin Wood, Manager - Certification & Compliance

### Reason for Report

To provide the Coastal Committee with information regarding what is included in the Project Brief when writing a Tender for the Coastal Management Programs.

### Recommendation (Item to be determined under delegated authority)

That the North Coastal Management Program Advisory Committee receive the report for information.

### Options

1. Approval as recommended.

Implications: Nil

2. Approve an alternative recommendation.

Implications: The details will need to be provided for staff to ratify. This could include whether or not the Committee wish to continue commenting on Project Briefs as this process slows down the delivery of projects.

### Background

Shoalhaven City Council have commenced working on the Coastal Management Programs according to the schedule adopted by Council on 23 June 2020 (MIN20.436).

To date, the Lake Conjola Estuary CMP grant application has been accepted by the Department Planning Industry and Environment (DPIE), with an additional three CMP grant applications submitted for DPIE to review.

Project Briefs have been written for Lake Conjola CMP and Shoalhaven Coastline/Jervis Bay CMP. Project Briefs for the other CMPs for 2021 and 2022 will be available by mid-2021.

#### What is included in the Project Brief for a CMP?

The following provides context on what topics are generally covered by Council when writing project Briefs:

1. Introduction
2. Study Area
  - 2.1. Environmental Context & Values
    - 2.1.1. Natural and Built Asset Values of the Area
  - 2.2. Challenges
3. Stage 1 – Scoping Study

4. Stage 2 – Determine Risks, Vulnerabilities and Opportunities
  - 4.1. Relevant technical studies specific to each individual CMP
5. Stage 3 – Identify and Evaluate Options
  - 5.1. Specific Tasks
  - 5.2. Confirm the Strategic direction
  - 5.3. Identify and Evaluate Potential Management Options (includes feasibility and viability assessments)
  - 5.4. Economic Evaluation
  - 5.5. Coastal Zone Emergency Action Subplan
  - 5.6. Development of a Business Plan
  - 5.7. Community and Stakeholder Engagement
    - 5.7.1. Engagement and Communication Action Plans
6. Stage 4 – Prepare, exhibit, finalise, certify, and adopt a Coastal Management Program
  - 6.1. Specific Tasks
7. Deliverables
8. Project proposal and identification of preferred consultant
9. Breakdown of Fees Table

## **Community Engagement**

### *Providing Project Briefs for review by Committee*

The Coastal Team have been sharing the draft Project Briefs with the committees for their relevant CMPs.

In mid/late 2020, a draft *Lake Conjola Project Brief* was available for CCBs *Red Head Villages* and *Conjola Community Association* to review. Comments were received and incorporated where appropriate into the final Public Tender documents.

A draft brief was written for *Shoalhaven Coastline/Jervis Bay CMP* and was provided to all committee members to review in January 2021. Council staff shared the draft brief, requesting comments be provided back within three weeks. Council received one submission and those comments will be incorporated where appropriate into the final Public Tender documents.

This low response rate resulted in Council staff questioning whether the Coastal Management Advisory Committees have the time available to review such technical documents, or would rather speed up the process and get the project(s) commenced as soon as possible.