

## Agenda

### **Narrabeen Lagoon State Park Advisory Committee**

Notice is hereby given that a Narrabeen Lagoon State Park Advisory Committee meeting will be held in the

Guringai Room, Warringah Council, Civic Centre, Dee Why on

**10 November 2014**

Commencing at **4pm** for the purpose of considering the items included on the Agenda.

Todd Dickinson  
Group Manager Natural Environment

# Narrabeen Lagoon State Park

## Advisory Committee

KEY CONSTITUTIONAL REQUIREMENTS	
<b>Purpose</b>	<p>1.1. To act in an advisory role to the Narrabeen Lagoon State Park Trust (NLSPT) and provide:</p> <ul style="list-style-type: none"> <li>– Advice on sustainable funding options to support the ongoing management, maintenance and appropriate development within the State Park.</li> <li>– Recommendations for additional land parcels for inclusion into the State Park.</li> <li>– Advice on appropriate current and potential future uses of the State Park by various stakeholder groups.</li> <li>– Monitoring of the implementation of the Narrabeen Lagoon Plan of Management.</li> </ul> <p>1.2. To facilitate and enable communication between the NLSPT, the community and stakeholders with an interest in Narrabeen Lagoon State Park.</p> <p>1.3. To provide a forum in which to allow the expression of views and opinions from a variety of stakeholders including the community, land owners and policy makers.</p>
<b>Quorum</b>	A quorum is constituted if at least half the total number of members is present, including a Trust Manager representative and the Chair (or delegate)
<b>Meetings</b>	<p>1.1. The Committee will meet at regular intervals, at least two times a year.</p> <p>1.2. The Narrabeen Lagoon State Park Trust will determine the agenda and matters for consideration by the Committee (incorporating relevant suggested items from Committee members as appropriate).</p> <p>1.3. The Chair and Secretary of the Committee will prepare an agenda for each meeting.</p> <p>1.4. Meetings will be minuted and will contain all recommendations of the Committee.</p> <p>1.5. Committee recommendations will be reached by consensus wherever possible.</p> <p>1.6. In the event that a matter needs to be voted upon, each member, including the chair of the Committee, will have an equal vote.</p> <p>1.7. In the event of a tied vote, the motion will be deemed to be lost.</p> <p>1.8. All Committee recommendations are to the Trust Manager who will consider the recommendations in accordance with its own governance arrangements. The Committee has no decision making authority.</p> <p>1.9. A copy of the minutes will be provided to the Narrabeen Lagoon State Park Trust within 14 days from the meeting.</p> <p>1.10. The Chair of the Committee will be invited to attend in person when the Trust Manager is considering Committee reports should they wish to provide further information.</p>

## Narrabeen Lagoon State Park Advisory Committee

### Members of the Committee, namely:

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Cr Michael Regan	Warringah Council - Chair
Mr Todd Dickinson	Warringah Council GM representative
Ms Julie Whitfield	Recreation Representative
Dr Alan Jones	Community Representative
Mr Allen Madden	Metropolitan Local Aboriginal Land Council
Mr Peter Hay	Office of Environment and Heritage - National Parks
Mr David Clark	Crown Lands
Mr Marcel Green	NSW Department of Primary Industries (Fisheries NSW)

### Warringah Council Staff:

Mr Adrian Turnbull	Environmental Strategy Manager
Ms Jodie Crawford	Senior Environment Officer – Catchment
Dr Alicia Loveless	Senior Environment Officer – Catchment
Ms Denise Regan	Administration

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## Agenda

### ACKNOWLEDGEMENT OF COUNTRY

#### 1. ATTENDANCE

- 1.1. Apologies

#### 2. CONFIRMATION OF MINUTES

This is the first meeting of this committee therefore there are no minutes to confirm.

#### 3. MATTERS ARISING FROM PREVIOUS MINUTES

Nil

#### 4. NEW BUSINESS

- 4.1. Terms of Reference

Copy attached for your information.

- 4.2. Purpose

Monitoring of the implementation of the [Narrabeen Lagoon Plan of Management](#)

- 4.3. Priority actions

As this is the first meeting of this committee there are no priority actions.

#### 5. GENERAL BUSINESS

- 5.1. Briefings and presentations

#### 6. NEXT MEETING

# **NARRABEEN LAGOON STATE PARK ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

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### **1. PURPOSE**

- 1.1. To act in an advisory role to the Narrabeen Lagoon State Park Trust (NLSPT) and provide:
  - 1.1.1. Advice on sustainable funding options to support the ongoing management, maintenance and appropriate development within the State Park.
  - 1.1.2. Recommendations for additional land parcels for inclusion into the State Park.
  - 1.1.3. Advice on appropriate current and potential future uses of the State Park by various stakeholder groups.
  - 1.1.4. Monitoring of the implementation of the Narrabeen Lagoon Plan of Management.
- 1.2. To facilitate and enable communication between the NLSPT, the community and stakeholders with an interest in Narrabeen Lagoon State Park.
- 1.3. To provide a forum in which to allow the expression of views and opinions from a variety of stakeholders including the community, land owners and policy makers.

### **2. OUTCOMES**

- 2.1. The Committee is recognised by communities and stakeholders as a means whereby their views can be discussed and inputs considered into the planning, management and development of Narrabeen Lagoon State Park.
- 2.2. The NLSPT receives advice from the Committee, as requested, on management proposals and/or other issues of interest to the NLSPT.
- 2.3. The NLSPT remains informed of important community and stakeholder issues of interest.

### **3. ACCOUNTABILITY**

- 3.1. The Committee is responsible to the NLSPT in regard to all its activities.
- 3.2. The Committee is advisory only. It has no decision making authority and will instead consider all matters referred to it by the NLSPT directly, or in accordance with these Terms of Reference.
- 3.3. The Committee and its individual members are not to engage in any media activities or purport to speak for, or on behalf of NLSPT, the Community Advisory Committee without prior written consent of the NLSPT.
- 3.4. Members of the Committee agree to be bound in their membership by these terms of reference and all relevant corporate policies and requirements of the NLSPT Manager.
- 3.5. Members of the Committee agree to declare any potential or actual conflicts of interest, and at all times agree to act in the best interests of the Committee, the community of New South Wales and the NLSPT.
- 3.6. Community members of the Committee should aim to reflect the broad perspectives of the New South Wales community, and bring to the Committee knowledge of the opinions and concerns of the community and/or stakeholder groups, that might genuinely impact Narrabeen Lagoon State Park.

### **4. MEMBERSHIP**

- 4.1. There will be eight Committee members, representing a range of community and stakeholder groups who wish to contribute to the Narrabeen Lagoon State Park.

- 4.2. The Chair will be the NSW Member for Pittwater.
- 4.3. Three community members who have knowledge of the Narrabeen Lagoon State Park shall be appointed to the Committee by the Trust Manager:
  - One community representative
  - One recreational user group representative
  - One representative from the Metropolitan Local Aboriginal Land Council.
- 4.4. Two members shall be appointed to the Committee as representatives of the main land owner groups:
  - One from Warringah Council (Trust Manager)
  - One from NSW Crown Lands (Land owners).
- 4.5. Two members shall be appointed to the Committee representing the State agencies with expert technical and policy information regarding the overall management of the lagoon environment:
- 4.6. One from NSW Department of Primary Industries (Fisheries)
- 4.7. One from NSW Office of Environment and Heritage.
- 4.8. The members of the Committee will be formally appointed by agreement between NSW Crown Lands and the Trust Manager.
- 4.9. The Trust Manager will provide secretarial support for the administration of the Committee.
- 4.10. Appointments will be for a two year period. Members will be eligible for reappointment with a maximum of 2 terms / 4 years.
- 4.11. Members of the Committee are not paid.
- 4.12. Members cannot claim reimbursement from NLSPT for the cost of attending Committee meetings.
- 4.13. A member may at any time resign from his or her office by giving 4 weeks notice in writing.

## **5. PROCEEDINGS**

- 5.1. The Committee will meet at regular intervals, at least two times a year.
- 5.2. A quorum is constituted if at least half the total number of members is present, including a Trust Manager representative and the Chair (or delegate).
- 5.3. The NLSPT will determine the agenda and matters for consideration by the Committee (incorporating relevant suggested items from Committee members as appropriate).
- 5.4. The Chair and Secretary of the Committee will prepare an agenda for each meeting.
- 5.5. Meetings will be minuted and will contain all recommendations of the Committee.
- 5.6. Committee recommendations will be reached by consensus wherever possible.
- 5.7. In the event that a matter needs to be voted upon, each member, including the chair of the Committee, will have an equal vote.
- 5.8. In the event of a tied vote, the motion will be deemed to be lost.
- 5.9. All Committee recommendations are to the Trust Manager who will consider the recommendations in accordance with its own governance arrangements. The Committee has no decision making authority.
- 5.10. A copy of the minutes will be provided to the NLSPT within 14 days from the meeting.
- 5.11. The Chair of the Committee will be invited to attend in person when the Trust Manager is considering Committee reports should they wish to provide further information.