



# Capel Coast Sub Committee

## Terms of Reference

## Background

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Coastal hazards can result in property damage, loss of life and / or environmental degradation. The impacts are generally greatest where the shoreline has been modified and developed for infrastructure or settlements. The most significant hazards include:

- Erosion – occurs when winds, waves and coastal currents act to shift sediments away from an area of the shore, often during a storm. In most locations this is a short-term process, and the shore gradually regains sediment;
- Inundation – during a storm, low atmospheric pressure and onshore winds can cause storm surge and extreme wave heights along the coast. When these coincide with high tide, inundation may result; and
- Landform mobility (dunes and estuary entrance) – is influenced by a range of factors including stress due to vehicles or pedestrians (through damage to vegetation), coastal erosion, drought, bushfires and man-made activities, disturbances and modifications to dunes and estuary entrances.

These impacts and risks will affect Capel's natural and built environments and may have further consequences on the community, which could include;

- temporary coastal flooding;
- permanent marine inundation;
- increased heat-related health issues;
- changes in mosquito activity; and
- subsequent impact on residents and economic impacts on those industries which rely on our waterways and coast, such as tourism and accommodation businesses and commercial fishing.

At the 31 January 2024 Ordinary Meeting of Council, a resolution was made for a Capel Coast Sub-Committee to the Climate Change and Sustainability Committee with responsibility for the assistance in the implementation of the Final Capel CHRMAP and to include elected members, Shire Officers, community representatives and other appropriate organisations / agencies.

### 1. Purpose

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The purpose of the Capel Coast Sub Committee (CCSC) is to report, advocate, consider and make recommendations on action and options for the sustainable management of the Shire of Capel's coastlines.

- advocate for local policies and regulations consistent with State risk management approaches;
- consider and make recommendations to the CCAS and Council regarding actions and options for climate change mitigation and the sustainable management of the district coastline;
- assist in the implementation the recommendations of the Final Capel CHRMAP, as endorsed by Council;
- facilitate building resilience and adaptive capacity within the local community, including developing strategies for consideration by Council on future financial and

infrastructure needs to protect against known coastal hazards like erosion and inundation;

- work in partnership with the community to identify and manage risks through a community engagement strategy; and
- communicate with the community and Shire through advocacy strategies to ensure an open communication channel is established.

## **2. Powers**

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The Capel Coast Sub Committee will operate under the Climate Change, Adaptation and Sustainability Committee and provide appropriate advice and recommendations on matters relevant to this Terms of Reference.

The CCSC provides advice relevant to their represented interest and does not have power to make stand-alone decisions, or any authority over the Shire of Capel.

The Capel Coastal Sub Committee does not have any administrative or management functions and cannot involve itself in administrative processes or procedures related to the Shire of Capel or any organisations / agencies represented on the Sub Committee.

## **3. Membership**

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The Sub Committee will consist of:

Council and staff representatives:

- 2 Councillor Representatives (the Chair and the Deputy Chair of the Climate Change, Adaptation and Sustainability Committee)
- Manager of Development Services
- Manager of Projects, Engineering and Assets
- Senior Sustainability Officer

Community representatives:

- 1 Community member representative of the Capel Coast sub area and 1 proxy
- 1 Community member representative of the Peppermint Grove Beach sub area and 1 proxy
- 1 Community member representative of the Dalyellup area and 1 proxy

Agency representatives on an invitational basis:

- 1 member from Department of Planning, Lands and Heritage
- 1 member from Department of Water and Environmental Regulations
- 1 member from Department of Biodiversity, Conservation and Attractions
- 1 Member from Department of Transport
- 1 member from Peron Naturaliste Partnership
- 1 Member from Geocatch

The CCSC may authorise people who are not members to attend meetings to provide advice and guidance.

## **Presiding Member**

The Chair of the Climate Change, Adaptation and Sustainability Committee will be the designated Chairperson. The Deputy Chairperson will be the Deputy of the Climate Change, Adaptation and Sustainability Committee.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Sub Committee.

The Deputy Chairperson may be appointed to chair meetings in the absence of the Chairperson.

## **Community representatives**

- Currently working and / or living within their sub area region they intend to represent.
- An ability to constructively participate in an advisory capacity.
- An ability to represent a broad range of views that reflect the diversity of future planning requirements.
- A strong knowledge and understanding of the local and regional area they are representing.
- Good communication and active participation within their local community.
- An ability and willingness to encourage participation / input and information from and provide feedback to the community they are representing.
- A capacity to commit to the CCSC for the required duration of two (2) years.

## **Appointment of Community Representatives**

The selection of the community representatives will involve a call for expressions of interest / nominations.

A nomination form addressing the criteria above must be completed by interested representatives and all nominations will be assessed against the criteria for Sub Committee representation above. The Climate Change, Adaptation and Sustainability Committee will assess nominations and will have the absolute discretion / decision making regarding the selection of representatives.

The appointment of Capel Coast Sub Committee representatives will be for a 2 yearly period in line with the Local Government Election cycle.

## **Members responsibility**

The members of the Sub Committee are to abide by the Shire of Capel Code of Conduct for Elected Members, Committee members and candidates.

## **4. Administration and Reporting**

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Reports and recommendations of each CCSC meeting shall be presented to the Climate Change, Adaptation and Sustainability Committee. Any item that requires action from the Shire in a financial, planning or infrastructure will require approval through the Council. Preparation of CCSC agendas, reports and minutes will be facilitated via administrative support from the Shire of Capel.

## **5. Attendance and Quorum**

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Quorum for meeting commencement and continuation shall be five (5) members.

The CCSC shall meet on a quarterly basis or as required, with additional meetings convened as required at the discretion of the Chairperson.

Meeting attendance will be by in-person or via virtual attendance. A member attending virtually shall be deemed to be in attendance as if in person.

General meetings will not be open to the public, unless otherwise specified.

## **6. Members Interests to be Disclosed**

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Members of the CCSC are required to declare interests following the principles detailed in the *Local Government Act 1995* sections:

5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 - Employees to disclose interests relating to advice or reports.

## **7. Shire of Capel Standing Orders**

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Unless otherwise stated in these Terms of Reference, any matters relating to the management and activities of the CCSC shall be addressed with guidance from the Shire of Capel Standing Orders Local Law 2016.