

Request for Expressions of Interest

Central Coast Council is seeking Expressions of Interest (EOIs) from people who have a keen interest in Tuggerah Lakes and live or work on the Central Coast to be members of a Community Focus Group (CFG) to be involved in the development of the Tuggerah Lakes Coastal Management Program (CMP).

Specifically, the CFG will be involved in a Tuggerah Lakes CMP Stage 2 study investigating the physical processes that shape the entrance to Tuggerah Lakes and the socio-economic values important to the area. These investigations will inform the development of an Options Paper that will outline the various management options that are available for managing the entrance to Tuggerah Lakes, one of our greatest natural and recreational assets, into the future.

Expressions of Interest for	Community Focus Group for Tuggerah Lakes Coastal Management Program Stage 2 Study - Tuggerah Lakes Entrance Options Paper
Closing Time	5pm Friday 2 December 2022
Method of Lodgement	Online: Complete online form (preferred method) located at: https://centralcoastcouncil.syd1.qualtrics.com/jfe/form/SV_bwTqecinX1xALqu Or Post: EOI – Community Focus Group C/o Catchments to Coast PO Box 20 Wyong NSW 2259
Council Contact Officer	Nick Tarasenko Coastal Management Officer Phone: 0427 457 211 Email: Nick.Tarasenko@centralcoast.nsw.gov.au
Evaluation Criteria	The applicant meets the eligibility criteria as per Item 1.3. Overall membership of the CFG is balanced and representative of the Central Coast community. Responses to the EOI questions demonstrate passion, interest and a willingness to cooperatively participate in a mutually respectful manner.
Documents to be submitted with Expressions of Interest	Expression of Interest form

This Expression of interest consists of the following parts:

Part 1: Information and Brief

- This part sets out Council's requirements for Focus Group membership

Part 2: Conditions for Submitting Expressions of Interest



- *Conditions to be considered and accepted by applicants*

Part 3: Returnable Form

- *Expression of Interest Form*

Part 4: Attachments

- *Terms of Reference*

Part 1 – Information and Brief

Effective engagement and communication are important aspects of a successful CMP. To ensure that this project, and the broader Tuggerah Lakes CMP it is contributing to accurately represents community values, the CFG will be involved throughout the project to explore the science in a joint fact-finding and co-learning process to foster greater understanding and explore the management challenges through multiple lenses.

The CFG will be made up of 15 community members (maximum):

- Who are representative of Central Coast community in relation to demographics;
- Who are interested and passionate about Tuggerah Lakes;
- Who are willing to participate in a cooperatively and mutually respectful manner towards other community members, Council staff, government representatives and engaged professionals;
- Who meet the Eligibility Criteria as set out in item 1.3 of this EOI.

1.1 Background

Coastal Management Programs

Coastal Management Programs (CMPs) set the long-term strategy for the coordinated management of the coast, with a focus on achieving the objects and objectives of the *Coastal Management Act 2016* (CM Act).

CMPs identify coastal management issues and the actions required to address these issues in a strategic and integrated way.

CMPs detail how and when those actions are to be implemented, their costs and proposed cost-sharing arrangements and other viable funding mechanisms.

The CM Act (and other relevant legislation) establishes specific roles and responsibilities for relevant Ministers, the NSW Coastal Council, public authorities and local councils, as well as providing opportunities for communities to participate when preparing and implementing a CMP.

<https://www.environment.nsw.gov.au/topics/water/coasts/coastal-management/programs>

Acknowledging the size and diversity of the coastal zone of the Central Coast, Council is preparing three CMPs, focusing on Tuggerah Lakes, the Open Coast and Lagoons and the Hawkesbury-Nepean River System (including Brisbane Water). We're also working with Lake Macquarie City Council to develop a CMP for Lake Macquarie.

<https://www.yourvoiceourcoast.com/project-stage/coastal-management-programs>

Tuggerah Lakes Coastal Management Program

Tuggerah Lakes has been managed over the past decade or more, through the implementation of the Tuggerah Lakes Estuary Management Plan (EMP), prepared in 2006. The EMP has delivered a range of key achievements, including 50km of rural and urban stream rehabilitation, 648ha of wetland conservation and rehabilitation, 46ha of saltmarsh rehabilitation plus installation of community use assets (shared paths, boat ramps) and stormwater assets (gross pollutant traps, constructed wetlands). This has resulted in measurable improvements in ecological health in many places however a gap remains between the current state of the estuary, the current trajectory and the future expectations of both the community and coastal managers.

While the EMP has provided Council with an effective plan for the estuary, it is now somewhat dated and no longer meets current legislative and policy requirement set out by the state government. Further, our understanding of the ecosystem condition and processes have improved over this time. As such, it is a good time to revisit the approach to management through a CMP that is consistent with the NSW coastal management framework.

Council have completed the first stage of the Tuggerah Lakes CMP with the completion of the Tuggerah Lakes Scoping Study (https://www.yourvoiceourcoast.com/sites/default/files/2021-09/tuggerah_lakes_cmp_scoping_study_accessible.pdf). This includes a Community and Stakeholder Engagement Strategy which helps guide community engagement throughout CMP development (https://www.yourvoiceourcoast.com/sites/default/files/2021-09/appendix_a_-_community_and_stakeholder_engagement_strategy.pdf)

We are now progressing with the completion of additional investigations identified during the Scoping Study as part of Stage 2. These studies are focused on addressing key knowledge gaps to support decision-making in the subsequent stages of the CMP planning process.

Tuggerah Lakes Entrance Options Paper

One key aspect to be investigated in Stage 2 is entrance management. Entrance management is typically a key focus area for the community, and having clear and implementable strategies to manage the entrance channel in the short, medium and long term is a priority of the CMP.

The development of the Tuggerah Lakes Entrance Options Paper offers an opportunity to engage with the community in a way which supports respectful two-way conversations, exploration of issues and options and guides future management of the entrance channel in an achievable and evidence-based manner.

The project will consider the natural coastal processes at play within the channel compartment and the estuary and the effect of various intervention measures on those processes. It will also specifically identify and assess the environmental, social, economic and community values of the entrance channel and the estuary more broadly, in order to explore and validate future management options. This is a key opportunity to participate in a joint fact-finding and co-learning process to foster greater understanding and explore the management challenges through multiple lenses.

The information gathered from the technical assessments will facilitate development of the Options Paper, which will clearly communicate the various management options available in the short, medium and long-term, along with their corresponding benefits and/or impacts.

The CFG will be involved throughout this project and will be guided by qualified and experienced professionals who have been engaged by Council for the project. The project will carry forward the recommendations of the Tuggerah Lakes Expert Panel and establish holistic management recommendations which are underpinned by community values and align with the objects of the Coastal Management Act and the objectives of the CMP.

This work will follow on from the recently completed Tuggerah Lakes Entrance Management Study that developed an Interim Entrance Management Procedure that focused on interim flood risk management options to reduce flood impacts on the community ([https://cdn.centralcoast.nsw.gov.au/sites/default/files/Environment/Tuggerah Lakes Entrance Management Study 20220811.pdf](https://cdn.centralcoast.nsw.gov.au/sites/default/files/Environment/Tuggerah_Lakes_Entrance_Management_Study_20220811.pdf)).

The technical assessments and Options Paper developed during this project will assist in identifying the preferred option/s and directly inform the subsequent development of a holistic Tuggerah Lakes Entrance Management Strategy during Stage 3 of the Tuggerah Lakes CMP that will guide entrance management in the longer term.

1.2 Role and Responsibilities of the Community Focus Group

The role of the CFG is to provide a forum for community representatives to be involved in the project on an ongoing basis and facilitate the opportunity for sharing opinions, ideas and concerns to support joint learning and exploration of the issues around entrance management.

The purpose of the CFG is to bring together intelligent, interested and inquisitive minds to ensure that engagement is undertaken in a highly collaborative manner and community attitudes and values are listened to and represented accurately in the study.

The CFG will be responsible for:

- Being local community advocates and representing the wider community's views and perspective
- Actively participating and contributing feedback and opinions during workshops in a mutually respectful manner

The contribution of the CFG members will ensure that the community's concerns, ideas and hopes are considered in development of the Options Paper.

The CFG has no authority to make decisions on behalf of the Council nor does it have authority to direct Council staff or speak on Council's behalf.

1.3 Eligibility Criteria

To be eligible to be a member of the CFG applicants will:

- Live or work on the Central Coast
- Be available to attend meetings face to face as per schedule and location included in this document or via online, pending COVID-19 NSW Public Health Orders and availability of staff/consultants
- Submit a completed EOI form by the closing deadline
- Accept and abide by the Terms of Reference for the CFG attached to this EOI request
- All CFG Members are required to comply with Central Coast Council Policies including Code of Conduct and Workplace Health and Safety, including compliance with confidentiality and appropriate behaviour.
- Should a member decide that they would like to run for Council, they must advise Council staff as soon as possible and resign from the CFG with immediate effect.
- Not be a member of Federal or State government, or a former Councillor of Central Coast Council (as the group is Community, not political)

1.4 Payments

Membership of the CFG is unpaid and voluntary.

1.5 Timeframes

- EOIs must be submitted by **5pm Friday 2 December 2022**
- Successful applicants will be notified by **Wednesday 7 December 2022**
- First meeting is scheduled on **14 December 2022**

1.6 Meeting Schedule and Locations

Meetings to be held on Wednesday evenings at Central Coast Council offices as per the schedule below. Meetings subject to COVID-19 requirements as per the NSW Public Health Orders.

<p>14 December 2022 6pm – 8pm Wyong Office 2 Hely St, Wyong NSW 2259</p>
<p>1 February 2023 6pm – 8pm Wyong Office 2 Hely St, Wyong NSW 2259</p>
<p>22 February 2023 6pm – 8pm Wyong Office 2 Hely St, Wyong NSW 2259</p>

1.7 Council's Representatives for the Community Focus Group

Vanessa McCann, Team Leader Estuary Management

Tel: 0427 997 841 or **Email:** Vanessa.McCann@centralcoast.nsw.gov.au

Nick Tarasenko, Coastal Management Officer

Tel: 0427 457 211 or **Email:** Nick.Tarasenko@centralcoast.nsw.gov.au

Part 2 – Conditions for Submitting Expressions of Interest

Expressions of Interest (EOI) are invited in accordance with the following Conditions:

1. **Acceptance:** Membership of the CFG will only be accepted by Council when a signed Letter of Acceptance is given to the successful members on behalf of Council. The successful applicant will be required to accept and abide by the Terms of Reference and Code of Conduct, including maintaining confidentiality within the CFG.
2. **Authority:** CFG members have no authority to make decisions on behalf of Council nor the authority to direct Council staff or speak on Council's behalf.
3. **Closing Time:** Responses to this EOI must be received by the Closing Time specified in the related documentation. Responses received after the Closing Time will only be considered in exceptional circumstances and at the discretion of Council.
4. **Lodgement:** EOIs will only be accepted by the lodgement method(s) specified in this document. All questions in the EOI form must be completed to ensure conformity with the evaluation criteria. Incomplete applications will not be considered.
5. **Enquiries:** All enquiries are to be made to the Council Contact Person referred to in this document between 9am and 5pm, Monday to Friday. Enquiries must not be made to any other person.
6. **Addendum:** Council may vary the terms and requirements of this EOI at any time before the Closing Time, by issuing an addendum.
7. **Evaluation Criteria:** EOIs will be evaluated on the basis of the Evaluation Criteria specified in this document. Applicants should not place any significance on the order in which the criteria are listed.
8. CFG member appointment, removal and / or substitution is at the absolute discretion of Council.
9. Council is not bound to accept every EOI or any EOI submitted, whether conforming to Eligibility requirements or not.
10. Council reserves the right to suspend, terminate or abandon the CFG at any time during or after its establishment.
11. Council will not be bound to explain reasons for unsuccessful EOI submissions.

Part 3 – Returnable Form

Expression of Interest Form– Complete online form, located at:
<https://www.yourvoiceourcoast.com/tuggerahlakeseo> (**preferred method**) or mail to:

EOI – Community Focus Group
 C/O Nick Tarasenko
 PO Box 20
 Wyong NSW 2259

Please complete the following form to express your interest in joining the Community Focus Group.

If you have any questions or need assistance in completing this form please contact us using the details provided at the end of this form.

Name:			
Phone:	Email:		
Address:			
Suburb:	Post Code:		
<p>To ensure membership of CFG is balanced and representative of the Central Coast community please complete the following</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Age:</p> <p><input type="checkbox"/> 0 - 17 <input type="checkbox"/> 18 – 24 <input type="checkbox"/> 25 - 34 <input type="checkbox"/> 35 - 49 <input type="checkbox"/> 50 – 59 <input type="checkbox"/> 60 – 69 <input type="checkbox"/> 70 - 84 <input type="checkbox"/> 85+</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Gender:</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to say</p> </td> </tr> </table>		<p>Age:</p> <p><input type="checkbox"/> 0 - 17 <input type="checkbox"/> 18 – 24 <input type="checkbox"/> 25 - 34 <input type="checkbox"/> 35 - 49 <input type="checkbox"/> 50 – 59 <input type="checkbox"/> 60 – 69 <input type="checkbox"/> 70 - 84 <input type="checkbox"/> 85+</p>	<p>Gender:</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to say</p>
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<p>Do you identify as Aboriginal or Torres Strait Islander?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say</p>			
<p>Are you or will you be:</p> <p><input type="checkbox"/> Past Councillor <input type="checkbox"/> Potential future Councillor <input type="checkbox"/> Federal or State member <input type="checkbox"/> None of these</p> <p><i>** Please note that should circumstances change you must advise Council staff as soon as possible as this will affect your eligibility as per the Terms of Reference</i></p>			

Please list all community groups or organisations you are part of:

Please indicate which of the following areas you are most interested in and why:

- Social Economic Environment Governance/leadership

Why would you like to be a member of the Community Focus Group?

What skills, knowledge and experience would you bring to the Community Focus Group?

Can you provide an example of a time you have been involved collaborative decision making?

What do you love most about the Tuggerah Lakes?

What does successful management of the entrance to Tuggerah Lakes look like to you?

Are you able to commit to attending CFG meetings as per the schedule and locations (or online) outlined in the Terms of Reference?

Yes No

*** Please note that you will be representing the Central Coast community and your membership is important to ensure their views and values are presented - attendance is vital to ensure this. If you miss more than two meetings you will be removed from the CFG and Council has absolute discretion in appointing a replacement if required to maintain balance and representation.*

Have you read, understood and accept the Terms of Reference, including maintaining confidentiality?

Yes No

Please contact the Council officer on page one to discuss any adjustments you need to be able you to submit your application to join the group.

Signature (electronic signature is also acceptable):	Date:
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Please complete online or return this form by **5pm Friday 2 December 2022:**

Email: Nick.Tarasenko@centralcoast.nsw.gov.au

Post: PO Box 20

Wyong NSW 2259