

TUGGERAH LAKES EXPERT PANEL MEETING RECORD

Location: Videoconferencing
 Date: Wed 3 June 2020
 Time: 14:30
 Chair: Assoc. Prof. William Glamore

Agenda Items

14:30 – 14:35	<p>Greetings – Acknowledgement of Country Apologies – Dr Angus Ferguson (AF) – 30 mins late Panel Members:</p> <ul style="list-style-type: none"> • Assoc. Prof. William Glamore (WG) – Chair • Dr Katherine Dafforn (KD) • Sian Fawcett (SF) • Stuart Waters (SW) • Nicole Ramilo (NR) • Assoc. Prof. Damien Maher (DM) • Dr David Wainwright (DW). <p>Secretariat:</p> <ul style="list-style-type: none"> • Department of Planning, Industry and Environment - Neil Kelleher (NK) • Central Coast Council - Vanessa McCann (VM). 	WG, NK - All
14:35 – 14:40	Minutes of last meeting were confirmed	WG, All
14:40 – 14:50	<p>Matters arising from the Minutes</p> <p>Nil</p>	All - ongoing
15:30 – 15:50	<p>Review status</p> <p>Panel members are progressing with reviewing background documentation.</p>	All

Project proposal approval process

Proposals for technical studies that support the terms of reference are to be approved by the Chair, then the expert panel working group. Proposals will then be approved by the Department of Planning, Infrastructure and Environment and a purchase order raised against the project budget.

Non-labour expenses to be submitted to the secretariat for approval and payment.

Project Plan Review and Update

The expert panel's final report is to be submitted to the Minister on 24 December. Draft report to be completed by end November.

The expert panel formed a consensus that working to timeline is achievable.

The timeline will be reviewed every 2 months.

Proposals for Technical Studies

NR proposes to undertake work related to review and assessment of catchment pressures, including streambank erosion and sediment loads from unsealed roads.

KD, AF, KD propose to assess the in-stream ecological impact of catchment inputs from these pressures in their proposal which is under development. Emerging contaminants to be investigated and ecological response to pollutants. Climate change impacts to be considered.

Human use and recreational uses will be considered e.g. STRAVA heat maps could provide an indication of recreational use.

DW provided update on work he is undertaking as part of his approved technical study.

He has reviewed approx. 20 reports and has determined key issues. He will deliver an overview of his draft report in July.

DW may undertake some sediment dating at Budgewoi to inform discussion around The Entrance opening. The panel discussed information gaps around the lakes opening.

SW and SF will provide a proposal to review engagement practices that have previously been undertaken. This will provide an evidence base to inform the best way forward to engage with the community.

Strategies for engagement were discussed including: engendering trust and ownership, briefings to key

	stakeholders, content, process and relationship establishment, sources of information for the community.	
15:50 - 16:00	Other Business Updates on proposals to be discussed at next meeting Chair to contact Councilors individually SW to discuss community contacts with office of Adam Crouch	All

Next Meeting	17 June 2020	All
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Actions	Description	Who
1.1	EP to review background information located on One Drive	Ongoing - All
1.2	Collaboration space to be set up in Teams	Completed - NK
1.3	EP to review draft TOR and Workplan	Ongoing - All
1.4	EP to begin forming value adding projects that may be out of scope for the EP TOR for consideration for additional engagement	Ongoing - All

2.1	EP Webpages to be developed and hosted on the DPIE site	Ongoing - NK (Working Group)
2.2	Meetings to be set in advance	Completed - WG
2.3	Payment forms to be filled in and links to super and tax information	Ongoing - All
2.4	OneDrive document relating to the available background information is being updated to reflect the topic and content.	Ongoing - VM
2.5	EP members to place broad topics of questions that they want to ask the community on the Teams collaboration page	Ongoing - All

3.1	Dates and form of community engagement to be established	SW
3.2	Councilors to be directly contacted	WG

4.1	Office of Adam Crouch to be contacted regarding communications	SW
4.2	Proposals to be prepared for work additional to that expected under the TOR	NR, SW, SF, DM, KD, AF.