

TUGGERAH LAKES EXPERT PANEL MEETING RECORD

Location: Videoconferencing

Date: Wed 15 July 2020

Time: 14:30

Chair: William Glamore

Agenda Items

14:30 – 14:35	<p>Greetings</p> <p>Acknowledgement of Country</p> <p>Apologies – Assoc. Prof. Damien Maher (DM)</p> <p>Panel Members:</p> <ul style="list-style-type: none">• Assoc. Prof. William Glamore (WG) – Chair• Dr Katherine Dafforn (KD)• Sian Fawcett (SF)• Dr Angus Ferguson (AF)• Stuart Waters (SW)• Nicole Ramilo (NR)• 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 – Ben Fullagar (BF)	WG, NK - All
14:35 – 14:40	<p>Minutes of last meeting are not ready, to be ratified at next meeting.</p>	WG, All
14:40 – 15:00	<p>Actions from previous meetings</p> <p>3.2 WG discussed consultation undertaken with 16 stakeholders identified in the engagement strategy, including Councilor Greg Best who discussed water quality impacts</p>	All - ongoing

	from catchment activities, changes in water movement in the lakes, community education and management options.	
15:00 – 16:00	<p>Panel administration</p> <p>The secretariat confirmed payment arrangements for panel members.</p> <p>Technical studies</p> <p>Proposals for focused technical studies by panel members were discussed. This included the need to refine proposals to eliminate overlap and ensure the studies complement each other.</p> <p>WG will attend agency working group meetings to represent panel in discussions about methodology and ensure the panel's independence is being observed.</p> <p>Budget Update</p> <p>The panel's budget of \$200,000 was discussed in terms of requirements of the election commitment and terms of reference.</p> <p>WG and the secretariat are tracking the budget. Adequate budget remains to complete work underway and reporting.</p> <p>Engagement/Comms update</p> <p>SW and Spectrum Comms have developed a comprehensive engagement strategy to fulfil the TOR of the EP. This is guiding engagement activities that will commence on 20 July 2020. Engagement activities will use Social Pinpoint, social media and media releases.</p> <p>Pop-up engagement locations, prospective site visits and expectations for consultation discussed.</p> <p>Reporting on engagement to be prepared in October. It is important to close the loop with the community.</p> <p>Hydrodynamics review update</p> <p>DW outlined the preliminary findings of his comprehensive review of historical documentation relating to the hydrodynamics of the lakes. This indicates that a second entrance at Budgewoi has not been active in living memory. Indigenous story lines tell of a second entrance. Further discussions on the findings of this study will be undertaken at the next meeting.</p> <p>Water sensitive urban design (WSUD) review proposal</p> <p>NR discussed a proposal for a WSUD technical study that she is developing in consultation with the Chair and working group.</p>	<p>NK</p> <p>NK</p> <p>WG</p> <p>SW</p> <p>DW</p> <p>NR</p>

	<p>Estuarine Processes Proposal</p> <p>An overview of progress of the estuarine process study being undertaken by KD, AF and DM was provided to the panel.</p> <p>Further meetings will be held between panel members undertaking technical studies in the coming weeks to consolidate findings.</p> <p>Timing for technical studies</p> <ul style="list-style-type: none"> • DW (Hydrodynamics) – Update for discussion at next meeting • KD, DM, AF (Estuarine processes) – prelim update at next meeting • NR (WSUD) – proposal to be submitted ASAP <p>Documentation of studies will be undertaken in September – October. Deliberation and formation of recommendations will occur in October – November.</p> <p>Final report to be desktop published by local publisher under instruction from the panel.</p>	<p>KD, AF</p> <p>All</p>
16:00	<p>Other Business</p> <p>Nil</p>	All

Next Meeting 29 July 2020 All

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, Steve Crick (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 – actively undertaken as part of engagement

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	Ongoing - NR, SW, SF, DM, KD, AF.

5.1	Meeting to discuss Comms in detail	SW, WG, NK, VM, Spectrum Comms
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6.1	Comms to go live on 20-07-20	SW and Comms team
6.2	DW to provide presentation on hydrodynamic review to EP	DW