

Terms of Reference

Lake Hugh Muntz Stakeholder Group (LHMSG)

Purpose and Scope

The purpose of the Lake Hugh Muntz Stakeholder Group (LHMSG) is to create a forum for collaboration between the City of Gold Coast (City) and external stakeholders consisting of research bodies, and known user groups.

The scope of the LHMSG includes the following:

- Provide information to all members of the LHMSG with ongoing management updates from the City in relation to work or initiatives completed in the past six months and any relevant proposed works and initiatives to be undertaken in the coming six months.
- Facilitate an open and transparent exchange of information between the City and members of the LHMSG relating to Lake Hugh Muntz.

Background and Context

Lake Hugh Muntz is a constructed waterbody that was developed in the early 1980's as part of the Robina Land Corporation Master Plan. Extracted material from the area of the lake was used to build up the surrounding land to provide adequate height and flood protection for the subdivision. The general design of urban lakes during that period were undertaken to hold stormwater from the surrounding catchment.

General characteristics of the lake are as follows:

- forms part of the stormwater drainage system
- provides a stormwater detention function
- accepts stormwater from 16 pipe outlets
- the lake receives an exchange of water from the nearby canal through a pipe under Barrier Reef Drive during periods of high tide
- 17ha in area
- depth varies – up to 12m
- volume of approximately 282 Olympic swimming pools
- water in the lake is brackish – this means that it is neither freshwater or marine water.

Lake Hugh Muntz has been utilised by a wide range of users ranging from Surf Lifesaving clubs, Triathlon clubs, local schools and general recreational users.

Given the significance that this lake provides for the community, the City has determined that key users of the lake along with external experts initially meet every six months to provide an open forum for collaboration.

Due to the design and size of the lake and the unfeasibility of guaranteeing a safe swimming environment at all times, the City does not maintain Lake Hugh Muntz for primary recreation but does maintain the lake to improve upon environmental values.

Overview of Roles and Responsibilities

1. The Chair will provide information to all members of the LHMSG in line with the City's ongoing management of Lake Hugh Muntz
2. LHMSG members will provide feedback to the City via the LHSG Chair to facilitate effective information exchange

Roles and Responsibilities

Advisory Committee Chair

The Chair will lead the LHMSG and chair meetings. The Chair oversees the functions of the LHMSG and exercises general supervisory powers over the work of the group at all times.

The Chair must:

- Attend and chair all meetings.
- Oversee all meetings and ensure that minuted actions are carried out.
- Oversee the preparation of agendas for meetings and supply the LHMSG with agendas no less than one month prior to a meeting.
- Prioritise agenda items and if necessary set time limits to ensure all elements of the agenda are covered at each meeting.
- Ensure meetings are run in accordance to the agenda.
- Confirm the minutes are an accurate record of the previous meeting and that actions assigned to group members in the minutes are actioned prior to the next meeting (or receive an appropriate reasoning if not complete).
- Make decisions between meetings where necessary.
- Call special meetings when required.
- Should the Chair not be available to be the spokesperson then a delegated City officer will undertake this role

General Stakeholder Group Members

All Stakeholder group members are to:

- Adhere to the Terms of Reference for the Lake Hugh Muntz Stakeholder Group.
- Represent one or more peak body, association or special interest group relating to lake Hugh Muntz
- Be available to attend Advisory Committee meetings (or provide suitable proxy).
- Provide professional expertise and input knowledge that contributes to the content of the management of Lake Hugh Muntz.
- Provide input where inconsistencies are recognised and improvements can be made.
- Report back to stakeholder groups of which they are representing on the Advisory Committee objectives and progress where required.
- Agree to pass all outgoing communication relating to the Lake Hugh Muntz Stakeholder Group via the LHMSG Chair and the City of Gold Coast's Corporate Communications Branch for prior approval.

- **Maintain confidentiality when requested by the Chair.**
- Have understanding or, the ability to develop an understanding of the following issues relating to Lake Hugh Muntz:
 - Environment; biological and chemical, catchment and lifecycle issues.
 - Community; social, cultural and economic issues.
- Demonstrate a proven ability to positively work in a team environment.
- Possess advocacy skills (following an agreement of the LHMSG on a policy or environmental matter, the member is prepared to publicly express their support for, as a minimum, the process that was used to arrive at the agreement, if requested by the Chair).
- Provide feedback to the City via the LHSG Chair to facilitate effective information exchange

Performance Outcomes

1. Information is provided to all LHMSG members on previous water quality trends
2. Information is provided to all LHMSG members on any new management options that the City is investigating or implementing as required
3. Feedback is received from LHMSG members on any management option that has been implemented by the City.

Stakeholder Group Governance Arrangement

1. Invitees (including proxies) must be approved by the Chair prior to the meeting.
2. Agenda shall be circulated to all members no less than one month prior to the meeting.
3. Meeting attendance apologies are to be conveyed to all LHMSG members at the earliest opportunity.

Meeting Schedule and Reporting

1. The group will meet on a six monthly basis for a period of one hour.
2. The Chair may review the recurrence of meetings and change the frequency of meetings as required.
3. All items for addition to the agenda must be submitted to the Chair in writing no less than six weeks prior to the next scheduled meeting.
4. Special meetings can be initiated, where necessary, at the discretion of The City of Gold Coast.
5. The primary themes/standing items for the meeting will be:
 - Welcome and apologies for the meeting.
 - Information provision for previous six months management activities – City of Gold Coast
 - Feedback from previous six months management activities – All members
 - Information provision for upcoming six months management activities – City of Gold Coast
 - Feedback for upcoming six months management activities – All members
 - Scheduling of the next meeting.

Review Period

A review of the Terms of Reference shall be carried out annually. Any proposed changes to the terms of reference will be circulated to all LHMSG members.

Out of Scope

The following matters are outside of the scope and context of the LHMSG:

1. Items or initiatives outside of the City's management of Lake Hugh Muntz
2. Decisions relating to the overall management of Lake Hugh Muntz

Membership		
<p>Each representative of the LHMSG is required to nominate a suitable proxy who will be available to attend meetings in their absence.</p> <p>If an LHMSG representative is unable to attend more than three consecutive meetings, they may, at the request of the Chair and the group be asked to step down or suggest a valid replacement from the same organisation to attend in their place.</p> <p>Throughout the term of the LHMSG, additional representatives can be appointed as deemed appropriate by majority vote of the Chair and Advisory Committee members.</p>		
Core members	Organisation / Group and Position	Attendance
Darren Ford - Chair	City of Gold Coast – Coordinator Lakes & Waterways	
Steven McVeigh	City of Gold Coast – Senior Environmental Engineer (Lakes & waterways)	
TBA (Parks)	City of Gold Coast	
TBA (CMU)	City of Gold Coast	
TBA	Mermaid Beach SLSC	
TBA	Kurrawa Beach SLSC	
TBA	Merrimac State High School	
TBA	Lake Hugh Muntz Care Group	
TBA	Griffith University Australian Rivers institute	
TBA	Healthy Land and Water	
TBA	Gold Coast Catchment Association	

Endorsement of Terms of Reference by Director Transport & Infrastructure	
Name	Alton Twine
Title	Director – Transport & Infrastructure - City of Gold Coast