

**Living Coast: Coastal Hazard Adaptation Strategy (CHAS)
Community Reference Group****TERMS OF REFERENCE**

These Terms of Reference define the role of the Community Reference Group (CRG) for the Living Coast: Coastal Hazards Adaptation Strategy (CHAS) and provide a framework for its establishment and operation. All members of the CRG will be asked to agree to these Terms of Reference.

Aim

Inform Council's development of risk assessments and coastal hazard adaptation strategies by capturing local knowledge and technical expertise. Involve key stakeholders in developing a robust strategy that is responsive to scientific assessments, regulatory requirements and community expectations.

Term

This Terms of Reference is effective from the 31 May 2021 and will be ongoing until completion of the CHAS project, anticipated in late 2022.

About the project

Moreton Bay's coastal areas are a dynamic and changing environment. Change to our coastal landscapes has been and will continue to be a natural characteristic of our beaches, canals and estuaries.

Parts of the Moreton Bay region are susceptible to change from coastal hazards including coastal erosion, storm tide inundation and the predicted impacts of sea level rise. In some areas community assets such as homes, infrastructure, services and local environments and ecosystems may be placed at risk by coastal hazards.

Moreton Bay Regional Council's Living Coast CHAS is a long-term planning strategy to guide Council, service providers, residents and the wider community in planning for the likely impacts of change on our coastal landscape. It will plan for future coastal management of infrastructure, services and the environment. The Living Coast CHAS will inform future:

- Land use planning and development assessment
- Infrastructure planning and management including roads, stormwater and foreshores
- Asset management and planning including nature conservation, recreation, cultural heritage values and other public amenities
- Community planning
- Emergency management

The study area for the Living Coast CHAS includes all communities near the Moreton Bay Regions beaches, bays and estuaries. It includes all areas east of the Bruce Highway, generally representing the tidal zone of our estuaries.

The development of the Living Coast CHAS has received funding support from the Queensland Government's QCoast2100 Program, an initiative assisting more than 30 coastal local governments to plan and prepare for coastal change.

Objectives of the CRG

Moreton Bay Regional Council aims to achieve the following objectives through the CRG:

- Understand and incorporate local and technical knowledge, experience and insights to inform the identification of tangible and intangible community assets and potential adaptation measures.
- Build community understanding and resilience about potential coastal hazard causes, impacts and mitigations through development of partnerships and knowledge sharing.
- Engage regulators, technical experts and community representatives to ensure the delivery of a robust, adaptive and responsive strategy that addresses identified risks and meets community expectations.

Role of the CRG

The CRG will provide both a community perspective and technical inputs from key stakeholder organisations. By contributing to the development of the Living Coast CHAS, the CRG will assist Moreton Bay Regional Council to:

- Understand how coastal hazards and changes in sea level may impact coastal communities, the local economy, the natural environment and Council operations
- Explore historical and current climate characteristics, community risks and vulnerabilities, and the value of cultural and natural assets
- Develop a range of potential coastal adaptation options
- Consider and assess the viability and preference of adaptation options
- Develop preferred adaptation options

Draft schedule of CRG activity

The following table outlines key CRG activity points, including full day workshops and optional activities to help prepare for workshops. CRG members will be provided with relevant information before workshops and will be expected to read and be familiar with the content. Members will also be encouraged to provide additional feedback after workshops through emails, surveys or other tools.

Project stage	CRG activity	Timeframe
Risk assessment of key assets in coastal hazard areas	<i>Optional</i> CRG deep dive discussion: <ul style="list-style-type: none"> • Explore the history of coastal hazards and events in the Moreton Bay region and the impact on local communities 	Mid 2021
	CRG workshop to: <ul style="list-style-type: none"> • Review Coastal Hazards Risk Assessment Report (<i>technical document</i>) and provide feedback and input • Discuss historical and future risks from coastal hazards in identified areas • Identify community vulnerabilities/resilience to coastal hazards 	

Project stage	CRG activity	Timeframe
Identify potential adaptation actions	<i>Optional</i> CRG activity: <ul style="list-style-type: none"> Activity to model possible adaptation options and understand their function, benefits and risks 	Late 2021
	CRG workshop to: <ul style="list-style-type: none"> Review Proposed Adaptation Options Report (<i>technical document</i>) and provide feedback and input Discuss social, economic and environmental impacts of potential adaptation options 	
Socio-economic appraisal of adaptation options	<i>Optional</i> CRG site tour: <ul style="list-style-type: none"> Visit, observe and understand the locations of proposed adaptation actions 	Mid 2022
	CRG workshop to: <ul style="list-style-type: none"> Review technical reports and community feedback regarding identified potential adaptation options Consider and prioritise preferred adaptation options Document any outstanding concerns with coastal hazard adaptation planning 	
Strategy development and implementation	<i>Optional</i> CRG closure event	Late 2022
	CRG workshop to: <ul style="list-style-type: none"> Review Draft Living Coast CHAS and provide feedback and input Brainstorm implementation actions to be delivered in partnership by community and Council 	

After the last workshop the CRG will be finalised with no future activities.

CRG Membership

Membership of the CRG will include:

Independent Facilitator	Appointed and paid for by Moreton Bay Regional Council
Standing members representing:	Moreton Bay Regional Council - Infrastructure Planning
	Department of Environment and Science
	Department of Transport and Main Roads
	Department of Agriculture and Fisheries
	Department of State Development, Infrastructure, Local Government and Planning
Invited members representing:	Moreton Bay Region youths (aged 18 to 25)
	Traditional Owners of the Moreton Bay Region
	Urban Development Institute of Australia
	Healthy Land and Water
Community representatives	A minimum of 8 and maximum of 15 community representatives (<i>based on applications and ability to represent geographic areas and community interests</i>)

Selection of community representatives criteria

Interested community members must complete the application form provided and return to Moreton Bay Regional Council by the application closing date. Participation is voluntary and open to all stakeholders and residents aged 18 years or over who live, work or have another interest in the Moreton Bay region.

Moreton Bay Regional Council will assess all applications received by the application closing date and select community representatives based on the following criteria:

- **Representation:** The applicant demonstrates connections to the community through networks or participation in community groups. The community representatives collectively represent a variety of geographic areas and community interests.
- **Capacity:** The applicant demonstrates an ability and willingness to participate in all aspects of the CRG (essential). The applicant may also demonstrate technical skills related to coastal hazards, experience working on long term strategic projects, or have been previously involved in a collaborative planning group (desirable).
- **Engagement:** The applicant demonstrates a genuine interest in the project and outcomes and a willingness to engage with other community members.

Conflicts of interest

A conflict of interest arises where Council's interests are actually, potentially or perceived to be in conflict with your private interest and where these may be seen to influence your decisions and actions while participating in the CRG – for example, if a company you work for is bidding on work associated with the project. If an actual or potential conflict of interest arises in relation to any subject related to the Living Coast CHAS project, group members will be required to declare their conflict to Moreton Bay Regional Council and the rest of the CRG as soon as practicable. All CRG members must adhere to Moreton Bay Regional Council's *Managing Interests and Disclosing Conflicts of Interest Policy* available at [Conflict of Interest - Policy 2150-011 \(moretonbay.qld.gov.au\)](https://www.moretonbay.qld.gov.au/Conflict-of-Interest-Policy-2150-011).

Differing views and consensus

The membership of the CRG includes very different stakeholder interests and represents a diversity of viewpoints. The group is unlikely to reach agreement on every subject raised. Where group members hold differing positions on a topic, the differing viewpoints will be noted and taken into consideration. All viewpoints will be considered valid and all members must be treated with respect at all times.

Complaints

Disputes and complaints should be documented in writing and sent to mbrc@moretonbay.qld.gov.au. Moreton Bay Regional Council's complaints process is available on Council's website at www.moretonbay.qld.gov.au/Council/Governance/Complaints-Process.

Replacing CRG members

Any member of the group who does not attend two consecutive meetings without providing a reason to Moreton Bay Regional Council will be assumed to have left the group. Moreton Bay Regional Council will select replacement members who represent similar community interests. Existing applications to join the group will be considered first and if no suitable replacement is found then applications will be sought for new members.

Procedures

CRG workshops and activities will be organised by the Infrastructure Planning Team at Moreton Bay Regional Council and led by an independent facilitator.

A quorum for a workshop will be achieved with:

- The independent facilitator
- At least three standing members, including at least one representative of Council
- At least four community representatives

There is no minimum quorum for optional activities.

Members of the CRG can nominate a proxy to attend a workshop or activity on their behalf if the member is unable to attend. Details of proxies must be provided to Moreton Bay Regional Council prior to the event.

Draft workshop minutes and outcomes will be distributed to members by email within two weeks of the workshop date. Minutes will not be taken at optional activities.

Protocols

All members agree to:

- Treat other group members with respect. Allow other people to be heard, listen respectfully, and do not speak over others.
- Consider other people's point of view, particularly if it is different from your own.
- Attend meetings or advise MBRC if you cannot.
- Effectively contribute and actively participate in discussions.
- Protect other group members privacy and treat them with respect when discussing the project with other community members.
- Act reasonably, with honesty and in good faith.
- Maintain the confidentiality of any information provided or discussions held that are identified as sensitive or confidential.
- Undertake any agreed actions within the timeframes specified.
- Provide considered feedback on the effectiveness of the CRG format and decision-making processes.

Moreton Bay Regional Council agrees to:

- Plan and organise CRG meetings and activities with at least 2 weeks' notice to members.
- Provide sufficient information for members to meaningfully participate in discussions.
- Provide an independent facilitator to ensure workshops are run in an unbiased manner.
- Genuinely consider and respond to all feedback and suggestions raised in the group.

Confidentiality

CRG members may be provided with information of a confidential nature to support participation in workshops.

- Information from any presentations or documents that have 'Confidential' written on them may not be shared or discussed outside of the group.
- Information about the project and related activities, other than Confidential information, should be shared with other community members. Feedback from the community should be raised with the group.
- When sharing information about the project, ensure the privacy of other group members is maintained. Do not share personal information about other group members, including names and contact details, without that person's consent.

Media

Members must not speak to the media on behalf the group without authorisation from Moreton Bay Regional Council. This does not restrict individual rights to speak to the media as a private citizen.

Privacy

Moreton Bay Regional Council will use the personal information of CRG members only for the purpose of managing meetings and activities, sharing information and for other purposes specifically related to the community reference group. It will only be used for another purpose when permission has been provided by members. Your personal information may be shared with the independent facilitator appointed by Moreton Bay Regional Council for the purpose of undertaking, analysing and reporting on consultation activities for this project. Moreton Bay Regional Council will not provide your contact information to any other party without your consent.

Group members are free to discuss the outcomes of meetings with other people. The views and opinions expressed by other individual members of the group are confidential and must not be shared outside the group.

All CRG members will be required to comply with MBRC's [privacy policy \(moretonbay.qld.gov.au\)](https://www.moretonbay.qld.gov.au/privacy-policy).