

Gladstone Regional Council

Terms of Reference

Coastal Hazards Adaption Strategy Community Reference Group

1.0 Purpose

Gladstone Regional Council is in the process of developing a Coastal Hazard Adaptation Strategy as part of the *Our Coast Our Future* program.

This work is part of the joint Queensland State Government and Local Government Association of Queensland (LGAQ) QCoast₂₁₀₀ program. The strategy will seek to mitigate and adapt to the impact of coastal hazards while maintaining our region's values and character. Coastal hazards include erosion of our beaches, and short or long-term seawater inundation of land along the coastline.

The strategy will inform decisions regarding the management of our coast and foreshore including future land use planning, as well as guide the management of public and private assets, utilities and facilities, and areas of environmental and cultural significance. The development of the strategy will be a transparent process that will involve engagement with stakeholders. Together, Council wants to develop a shared understanding of coastal values and issues that will inform the discussion on appropriate ways to manage and adapt to coastal hazards in the future.

A critical component of the stakeholder consultation will be the formation of a Community Reference Group. The main purpose of the Community Reference Group is to ensure the interests and views of key external stakeholders in relation to coastal hazard management and planning are appropriately considered throughout the development of the strategy.

2.0 Scope and Responsibilities of the Community Reference Group Members

To fulfil its purpose Community Reference Group Members will:

- Attend meetings (online or other meeting formats)
- Actively participate in meetings through discussion, review of reports, papers and other documents
- Support open discussion and debate, and encourage fellow members to present their views and provide advice and guidance within their area of expertise or experience
- Provide advice on overcoming challenges or barriers to achieving new and improved approaches to coastal hazard adaption
- Act on opportunities to communicate positively and obtain feedback about the Coastal Hazard Adaptation Strategy within their organisation and with key stakeholders
- Share relevant communications and information on behalf of the Community Reference

Group as appropriate

- Review and provide feedback on the strategy document as it progresses from draft through to final completion
- Direct all media enquiries regarding the group and project through to the GRC Communication Team or through the Secretariat.

3.0 Membership

The Community Reference Group membership will be through a Council initiated invitation process with a maximum of 24 members including the Chairperson.

Expressions of interest will be sought from organisations to nominate individuals that are able to communicate the views of the organisation or group they represent.

One representative from each organisation shall be represented on the Group, though an organisation may wish to nominate a proxy should the nominated member be unavailable to attend a meeting.

4.0 Chairperson and Secretariat

4.1 Chairperson

The Chairperson of the Community Reference Group is the Gladstone Regional Council, Councillor nominated representative.

The responsibility of the Chairperson is to:

- Provide impartial and independent facilitation of the Reference Group meetings
- Endorse the agenda for each meeting with input from the Reference Group
- Ensure members are given reasonable time to consult within their organisations
- Alert members of potential risks and issues that could impact outcomes as they arise
- Facilitate an open, proactive and solutions focussed discussion on issues and challenges
- Maintain positive and respectful interactions during meetings and out-of-session communications.

4.2 Secretariat

Secretariat functions will be fulfilled by Gladstone Regional Council Officers.

The Secretariat will be responsible for the preparation and circulation of the meeting agendas and meeting summaries (of actions and outcomes) and other administration support as required.

5.0 Processes

5.1 Decision-making

The role of the Community Reference Group is of an advisory and collaborative capacity and it is not intended to have a decision-making role.

As strategy owner, Gladstone Regional Council will retain the responsibility for final decision-making on all relevant aspects of the strategy.

Members are responsible to ensure their organisation / agency is updated and aware of the activities of the Reference Group.

Reference Group Members are to discuss matters raised during strategy development within their organisation to ensure the views and information presented on behalf of their organisation or agency is accurately reflected.

5.2 Meetings

The Community Reference Group will meet three times during the project in May, July and August 2020, and can be activated at other times by members through advice to the Secretariat.

Members will be invited to submit agenda items to the Secretariat and an agenda will be circulated 1 week prior to meetings.

Where review of reference material or draft documents is required, this shall be forward at least two weeks prior to a meeting.

A high-level meeting summary detailing key discussion points and agreed actions and outcomes will be prepared and circulated by the Secretariat to the Reference Group following each meeting.

Members can provide input and feedback on the activities undertaken by the Reference Group out-of-session by email or teleconference through the Secretariat.

5.3 Timeframe

The Community Reference Group will be formed during May 2020 and will operate until the Coastal Hazard Adaptation Strategy for the Gladstone Region is adopted by Council.

6.0 Adoption Date

This terms of reference was adopted by Council on xx/xx/2020.