



BUNDABERG REGION COASTAL HAZARD ADAPTATION STRATEGY

Community Reference Group

TERMS OF REFERENCE

1.1 Background

1.1.1 Purpose

Many coastal communities face coastal erosion and inundation risks. It is anticipated that projected sea level rise and more intense storms from a changing climate may increase and extend these risks to areas currently at low or no risk. These effects have the potential to significantly impact the livelihoods and lifestyles of coastal residents and the natural environment. Decisions and actions that help to prepare for the adverse consequences of a changing climate as well as taking advantage of the opportunities are known as climate adaptation.

To assist in understanding and adapting to climate change, Bundaberg Regional Council is developing a Coastal Hazard Adaptation Strategy (CHAS) for the entire coastline. The CHAS will look at hazards such as coastal erosion, storm tide inundation and sea level rise and the potential impacts on the community, infrastructure and the environment.

More specifically the CHAS will:

- Identify coastal hazard areas.
- Understand the vulnerabilities and risks to communities, infrastructure and the environment.
- Engage with the community to understand their preferred approach to adaptation; and
- Develop costs, priorities and time frames for implementation of adaptation options.

The Bundaberg Region Coastal Hazard Adaptation Strategy Community Reference Group (CRG) is a group of interested, voluntary community members established to liaise between Council and the community to help inform the development of the adaptation options and strategies as part of the Coastal Hazard Adaptation Strategy (CHAS).

1.1.2 Role

In summary, the voluntary roles of the CRG are to:

- Provide input into the development of the CHAS.
- Communicate information and update their respective networks to ensure they are kept informed as to the project's progress.
- Assist Council to connect the local community to project information.
- Act as a conduit for community feedback on the Coastal Hazard Adaptation Strategy's development to the consultant (Water Technology) and Bundaberg Regional Council.
- Provide input regarding existing community concerns, areas of vulnerability and tolerability associated with coastal erosion and inundation.
- Gather collective thoughts and ideas from their respective networks to help identify and assess a range of suitable adaptation options to manage the Bundaberg region coastline.
- Collectively assist in developing the criteria to assess adaptation options and weighting used during the multi criteria assessment.
- Participate in the launch of the CHAS.

The CRG will publically report and provide feedback on issues raised during development of the Bundaberg Region Coastal Hazard Adaptation Strategy.

1.2 Community Reference Group

1.2.1 CRG Chair

A Chairperson will be appointed by Council to conduct and manage meeting proceedings with the objective of ensuring the meetings are run fairly and without bias. At times, the Chair will be supported by an independent facilitator.

The role of the Chairperson includes:

- Ensuring individual CRG members are heard and can contribute to the process. At times the Chairperson may have to mediate the process to ensure all parties in the discussion are heard, actions are summarised and a conducive working relationship is maintained.
- Contribute to the preparation of meeting agendas and minutes and communicate with individual members on a regular basis.
- Overseeing preparation of the meeting minutes
- Ensuring distribution of the meeting minutes
- Overseeing independent reporting on behalf of the CRG
- Attending the community information sessions as part of the wider public consultation for the project (occurring from TBC); and
- Collating issues raised by the CRG and forwarding to Council for a response.

1.2.2 Representation

Voluntary representation on the CRG will be sought from a range of stakeholder groups via an open Expression of Interest invitation.

The CRG members should be representative of a range of key interests, positions and concerns and who collectively represent a wide cross-section of the community, including people directly impacted by coastal erosion and inundation, leaders from the education and community services sector, representatives of community groups, environmental groups, and our business and industry leaders.

It is intended that the CRG would include approximately 25-30 individuals from a wide geographic spread. The final selection of representatives will be at the discretion of Council.

Other interested stakeholders that may not be selected onto the CRG will be kept updated and informed on project progress through newsletters, factsheets, Council's website and/or copies of meeting minutes or project reports.

1.2.3 Appointment of New Members

Council may appoint new members to the CRG.

1.2.4 Removal of Existing Members

Council may remove existing members on request from the relevant member or the Chair.

1.2.5 No Payment

Participation in the CRG is voluntary and no payment shall be made by Council to any member for attendance or disbursements.

1.3 Recruitment and Selection of CRG members

1.3.1 Recruitment and advertising

During May 2018, the Bundaberg Regional Council invited the general public to express interest to join the Community Reference Group (CRG).

This has been advertised in a range of local newspapers throughout May 2018, appeared on the Bundaberg Regional Council website and social media, and was communicated through a variety of other local networks.

Applications were available online at www.bundaberg.qld.gov.au or hard copies of the application form could be collected from Council's Customer Service Centres and submitted by either:

- Email: ourcoast@bundaberg.qld.gov.au
- Mail: CEO Bundaberg Regional Council
PO Box 3130
BUNDABERG Qld 4670

Applications close at 4.30pm, Monday 4 June 2018.

1.3.2 Selection process

The Council shall select the membership of the CRG giving consideration to their:

- Locality (focus areas include Winfield, Miara, Moore Park Beach, Burnett Heads, Bargara, Innes Park, Coral Cove, Elliot Heads, Coonarr, Woodgate Beach, Walkers Point and Buxton)
- Representation of stakeholders: Ability to represent one or more stakeholder groups.
- Capacity to communicate: Ability to communicate information from the CRG to other interested stakeholders
- Constructive participation: Ability to commit to working constructively and cooperatively as part of the CRG. They should also agree to fulfil their role as laid out in the Community Reference Group Charter (refer section 1.5 of this document).
- Interest: Members should be able to demonstrate interest in one or more issues relevant to the proposed project.
- Capacity and skills to contribute: Members should be able and willing to commit to the role and responsibilities of the CRG, and actively participate in the business of the CRG.
- Availability and flexibility: Members should be available and willing to meet on the agreed dates during 2018 and 2019, at a mutually agreed time and venue.

Following an assessment of the individuals based on the above-mentioned considerations, the Bundaberg Regional Council, will select members to collectively represent a wide cross section of our community, including:

- People likely to be directly impacted by coastal erosion and inundation
- leaders from the education and community services sector; and
- business and industry leaders.

The number of community representatives on the CRG will not exceed 30 or to Council's discretion.

If a member is unable to attend a CRG meeting or activity, a formal apology should be provided to the Chairperson prior to the meeting.

1.3.3 Bundaberg Regional Council and Water Technology Project Team

The Bundaberg Regional Council Team for the Coastal Hazard Adaptation Strategy involves the following personnel:

- Mayor and Councillors
- General Manager Infrastructure Services, Mr Stuart Randle
- Project Manager, Mr Dwayne Honor
- Disaster Management Officer, Mr Matt Dyer
- Manager Strategic Planning, Mr Evan Fritz
- Operational Supervisor - Natural Resource Management, Mr Nick MacLean
- Marketing Adviser, Mr Beau Jackson

The Water Technology consultancy team assisting with project delivery includes:

- Principal Engineer - Jo Tinnion
- Principal Planner – Stephen Dredge
- Independent Facilitator – Neil Dufty

1.3.4 Meetings

The CRG will meet bi-monthly and more often as determined by Bundaberg Regional Council in close collaboration with the CRG and with the Chairperson. If a member sees the need for additional meetings, the member can contact the Chairperson to arrange it.

CRG meeting dates, times and venues will be determined at the first meeting in consultation with all parties.

CRG meetings may involve the Council project support team and Water Technology technical advisors on an as needs basis or as requested to attend.

The CRG will work together to attempt to reach decision by consensus. There may however be times when decision by consensus cannot be reached and a matter has to be put to a vote at the Chairs discretion.

Meetings will be advertised to inform the community of their occurrence and outcomes published. Bundaberg Regional Council is responsible to assist in the coordination of meetings including distributing meeting agendas, minutes and reports.

1.3.5 Meeting Agendas

A set of standing agenda items will be developed at the first meeting based on the scope and purpose of the CRG.

If any CRG member wishes to discuss an issue at a meeting, it needs to be raised and included on the agenda. Meeting agendas will be prepared by the Chair of the Community Reference Group at either the conclusion of each meeting or in the interim between meetings and finalised to allow the agenda to be distributed at least three working days in advance of the next meeting. The Chair may also introduce late matters not listed on the Agenda during the meeting.

1.3.6 Reporting and Transparency

All meetings will be recorded.

CRG meeting agendas and minutes will be open to the public and published on a dedicated project page of the Bundaberg Regional Council website.

Reporting will be objective and attempt to capture the views of the CRG members and the community.

1.3.7 Communication with the broader community

CRG members are encouraged to discuss issues and disseminate information about the project with the wider community, including special interest groups.

The CRG may seek to develop content to include in Media Releases to the media, or to adopt other approaches for public dissemination of information, however the Chairperson is to ensure the discussion is balanced and has the final veto on the media/public statement.

Only the Chairperson can act as CRG spokesperson and speak to the media on behalf of the CRG.

1.4 Bundaberg Regional Council Support

Bundaberg Regional Council recognises that support for the CRG is imperative to its success. The Council will provide a project support team to assist the CRG process which will involve:

- Project Manager & Technical Support;
- Administration Officer ;
- Communications expertise; and
- Divisional Councillors.

Council has nominated the CRG Chairperson to be responsible for collating the issues raised by the CRG and for coordinating a formal response. The Council-employed project staff will commit to supporting the objectives of the CRG through:

- Regular meeting attendance as requested/required;
- Recognition of the need to communicate and consult; and
- Appropriate and timely response to issues raised by the CRG.

Any correspondence and or project information will be provided to CRG members as soon as practicable prior to a meeting. Reports or information will be emailed to members.

Responses to issues raised within the CRG will be provided in a timely manner once the facts are available. Issues raised by the CRG which are of a technical nature will be referred to the project consultants to give advice through Council. Non-technical issues will be referred to Council for consideration and formal response.

1.5 CRG Charter

All prospective CRG members must agree to abide by the Terms of Reference (TOR) and agree to these terms prior to meeting attendance and participation. This document is not subject to alteration at any point in the future, unless agreed to by all parties (including Council).

A copy of the CRG Terms of Reference is available to any party upon request.

CRG members must ensure they have read and agreed with the below terms in order to be considered or accepted as a CRG member.

CRG members should be willing to and agree to:

- Attend all scheduled meetings. If you are unable to attend a meeting, the Chairperson should be notified with a formal apology and any comments or discussion points raised by your local stakeholder/community/group should be tabled via email, phone or letter to the Chairperson prior to the meeting
- Review CRG meeting minutes

- Verbally report to the CRG on communication activities and stakeholder concerns
- Review and comment on correspondence and/or project material
- Provide information to Bundaberg Regional Council on relevant issues concerning their local community and/or stakeholder group in relation to the Bundaberg Regional Coastal Hazard Adaptation Strategy
- Feed information from Bundaberg Regional Council back to their local community/group; and
- Only make comments to the media or in public forums on behalf of themselves or the stakeholders they represent, not on behalf of the CRG.

Each member of the CRG commits to the following conduct points:

- Ensure any issues raised are directed at the organisations involved (e.g. Council, consultants) and not at an individual or personal level
- Respect and listen to the opinions of others, including during meetings
- Ensure issues are placed on the agenda prior to the meeting to ensure a prepared response/comment can be delivered
- Recognise that active participation in the CRG forum is crucial to the success of the group
- Any complaints regarding the process are raised in the CRG forum to enable the opportunity for resolution and/or in writing to the CEO of Bundaberg Regional Council.

1.6 Bundaberg Regional Council – Decision Making Authority

Bundaberg Regional Council recognises that support for the Bundaberg Region Coastal Hazard Adaptation Strategy Community Reference Group is imperative to its ongoing success.

As Council is not able to delegate its decision-making responsibility, the Council will consider the CRG's recommendations as part of its evaluation processes but is not bound by them.

1.7 Exit Process

The Community Reference Group will disband once the Bundaberg Region Coastal Hazard Adaptation Strategy (expected to be finalised in August 2019) has been adopted by Bundaberg Regional Council and publically released on Councils website.

Addendum A – Additional Project Information

From early June 2018 through to August 2019 Bundaberg Regional Council will seek ideas and feedback from the community to help develop a Coastal Hazard Adaptation Strategy for the Bundaberg Region coastline. This public engagement and consultation program is supported by the dedicated, independently facilitated Community Reference Group that will be in place for the duration of the project.

The CHAS will be developed through eight phases, Phases 1 and 2 are completed and involved development of a plan for stakeholder communication and engagement (Phase 1) and a scoping of the coastal hazard issues for the area (Phase 2). The CRG will be involved in Phases 3 to 8 which are:

- Phase 3: Identifying areas exposed to current and future coastal hazards
- Phase 4: Identifying key assets potentially impacted
- Phase 5: Risk assessment of key assets in coastal hazard areas
- Phase 6: Identify potential adaptation options
- Phase 7: Socio economic appraisal of options
- Phase 8: Strategy development, implementation and review

In addition to the community consultation and engagement activities, technical inputs from key stakeholder organisations will be sought at critical points in the process. The ideas and feedback from the public, Community Reference Group members, and the Technical Working Group representatives will be considered and within the development of the CHAS.

To assist with the development of the strategy, the CRG will be involved in assisting Council and their consultants to identify key assets, both natural and built within the community, helping to understand their value and the reasons they are important. This value mapping exercise undertaken in Phase 4 will be an important element helping to frame the identification, assessment and selection of adaptation options in Phase 6.

During the delivery of Phase 4 and 5 the CRG will be engaged with assisting to develop a resilience baseline considering the exposure, vulnerability and tolerability of assets and settlements potentially affected by coastal hazard. This will assist with undertaking the risk assessment in Phase 5 where identification will be undertaken on when and where risk due to existing and future coastal hazards are acceptable, tolerable or unacceptable to the assets, helping to inform suitable adaptation options.

Phase 6 will involve the development of adaptation options relevant to specific areas relative to risk, community expectation and feasibility. To assist in gaining ownership, these will be discussed with the CRG to help understand future response options. Discussing these options with the CRG also will present an opportunity to consider whether the options are required now, or in the future; this is a fundamental consideration.

The Multi-Criteria Assessment (MCA) undertaken in Phase 7 will provide a robust and transparent tool to refine resilience strategies informed by the public consultation by assessing them against a set of agreed weighted criteria. When assessing adaptation options, it is of critical importance to obtain extensive “buy-in” from the community, Council and stakeholders, particularly when structural mitigation works are required. To achieve this, the CRG will be involved in the appraisal and selection of the adaptation options from the very early stages of Phase 7, through a Choice-Based Conjoint Analysis (CBCA). The aim of the CBCA will be to understand which criteria are used and valued the most by the community when it comes to coastal hazard adaptation options. The outcomes of the CBCA will be used to assign weights to the evaluation criteria in the MCA.

Draft CRG Meeting Program

- Meeting 1 – Week commencing 6 August 2018
- Meeting 2 – Week commencing 8 October 2018
- Meeting 3 – Week commencing 28 January 2019
- Meeting 4 – Week commencing 6 May 2019



BUNDABERG REGION COASTAL HAZARD ADAPTATION STRATEGY

Community Reference Group

NOMINATION FORM

The Chief Executive Officer
BUNDABERG REGIONAL COUNCIL
Po Box 3130
BUNDABERG QLD 4670

Dear Sir

I hereby nominate for a position on the Community Reference Group (CRG) for the Coastal Hazard Adaptation Strategy (CHAS)

As a member of the CRG, I would act as a conduit for community feedback on the development of the Coastal Hazard Adaptation Strategy to both Bundaberg Regional Council and its consultant, Water Technology. In this role, I will gather the collective thoughts and ideas from my networks to help identify and assess a range of suitable adaptation options to reduce coastal hazard risks along the Bundaberg region coastline. I will provide input into the development of the adaptation strategy, connect people to project information and participate in the launch of the Coastal Hazard Adaptation Strategy for the Bundaberg Region.

I will abide by the Terms of Reference should I be selected by Council to represent my community on the Community Reference Group.

Name of Nominated Person	
Postal Address	
Locality you are representing	
Email	
Phone / Mobile	
Briefly explain your interest in joining the CHAS CRG (Describe how your participation will benefit the project.) <ul style="list-style-type: none">• Representation• Capacity to communicate• Genuine interest• Capacity and skills to contribute	

Signature of Nominated Person

Email nomination to ceo@bundaberg.qld.gov.au
All nominations must be received by 4:30pm
Monday 4th June 2018