

# **Sunshine Coast Council - Our Resilient Coast. Our Future.**

(Coastal Hazard Adaptation Strategy)

**Community Advisory Group Charter**

February 2019



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#### **Acknowledgements**

Council wishes to thank all contributors and stakeholders  
involved in the development of this document.

#### **Disclaimer**

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# 1 Background

To assist in understanding and adapting to climate change, Sunshine Coast Council with funding assistance from QCoast<sub>2100</sub> is developing a Coastal Hazard Adaptation Strategy (CHAS).

More specifically the CHAS will:

- Identify current and future coastal hazard areas;
- Inform our understanding of current and future vulnerabilities and risks to communities infrastructure and the environment;
- Engage with the community to understand their preferred approach to adaptation;
- Explore innovative adaptation approaches; and
- Develop priorities and time frames for implementation of appropriate adaptation options.

From early February 2019 through to July 2021, Sunshine Coast Council is preparing a CHAS Phases 3-8. During this time, there will be periods of targeted and broader community and stakeholder engagement and communication. Council will seek ideas and feedback from the community using a range of strategies to help develop a Coastal Hazard Adaptation Strategy for the coastline of the local government area.

This community and stakeholder engagement and communication program is to be supported by a dedicated, independently facilitated Community Advisory Group (CAG) 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 CAG will assist Council with regard to:

- Understanding how climate change and coastal hazards would affect coastal communities, the local economy, natural environment and SCC operations (current and future impacts);
- Exploring weather characteristics, vulnerabilities and risks to key community, cultural and natural assets;
- Developing potential coastal adaptation options;
- Assessing the viability of adaptation options; and
- Informing the development of preferred adaptation options.

In addition to the community consultation and engagement activities, technical inputs from key stakeholder organisations will also be sought at critical points in the process.

## 1.1 Approval

This Charter was endorsed by the Council CHAS Project Control Group on 5 February 2019.

## 1.2 Responsible Council Manager

Bill Haddril, Manager Environment and Sustainability Policy.

# 2 Guiding Principles

## 2.1 Purpose

The CAG is to:

- Ensure that community views and needs are represented and are kept informed throughout all phases of the CHAS;

- Assist Council to connect to the local community and stakeholders to disseminate project information;
- Act as a conduit for two-way information flow and communication between Council and the representative organisation;
- Provide a conduit for community feedback which informs the development of the CHAS;
- Provide a forum for discussions regarding relevant coastal hazard issues with community groups and individuals;
- Inform Council decision making regarding long-term planning for coastal hazards;
- Foster ownership of the project by key stakeholders and the community;
- Build community advocacy, understanding, trust and acceptance of the proposed outcomes as they will be grounded in local knowledge;
- Ensure there is a high level of transparency across the project phases;
- Support the co-design of communication messages and strategies to provide for effective communication and engagement with the broader public;
- Assist in managing community perception and community expectations of the project; and
- Support the stakeholder engagement goals for the project.

## 2.2 Scope

The focus of the CAG will align to that of the CHAS scope including but not limited to coastal hazards such as coastal erosion, storm tide inundation and sea level rise and the potential impacts on the community, infrastructure and the environment.

The CAG will not formally make decisions on behalf of Council and Council does not have a reporting relationship to the CAG.

The CAG will maintain strategic planning focus and avoid involvement in operational coastal management matters.

The CAG forms only part of a more comprehensive engagement and communication plan and approach and will be complemented with a range of other communication processes such as media releases, fact sheets and regular project updates, and broader engagement activities such as community meetings.

Other key stakeholders such as utilities (water, telecommunications, electricity, gas providers), adjacent local councils, and Traditional Owners may be engaged separately from time to time and as identified in the Communication and Engagement Plan.

## 3 Structure and Governance

### 3.1 Membership

The CAG will have the following membership:

- Independent Chairperson
- A Councillor
- Representation from Department of Agriculture and Fisheries (DAF)
- Representation from Department of Environment and Science (DES)
- Representation from Department of Transport and Main Roads (DTMR)
- Representation from Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP)
- Representation from the Chamber of Commerce and Industry Queensland (CCIQ) or other suitable Business and Industry sector representative body
- Representation from Tertiary Research

- Representation from Surf Life Saving Queensland (SLSQ)
- District Disaster Coordinator
- Up to three general community representatives
- Up to three representatives from relevant key interest groups (e.g. the indigenous community, resident and environmental groups with coastal interests)

## **3.2 Roles and Responsibilities**

### **3.2.1 Independent 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. The role of the Chairperson includes:

- Ensuring individual CAG 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 conducive working relationships are maintained;
- Conducting and managing meetings consistent with this charter, including facilitating the flow of information and discussion;
- Ensuring meetings are focused on the Group's purpose and scope, and on delivering clear outputs and/or outcomes;
- Supporting members and resolving any conflicts that may occur within the CAG;
- Contribute to the preparation of meeting agendas and minutes and communicate with individual members on a regular basis;
- Attending community information sessions as part of the wider public consultation for the project;
- Collating issues raised by the CAG and forwarding to Council for a response; and
- Appointment of the Group members.

### **3.2.2 Members (includes community, professional and expert members)**

The CAG 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.

Group members should work effectively and efficiently with the Chair, Council Officers and relevant consultants to achieve the best outcome for the CAG. Responsibilities include:

- Taking reasonable steps to ensure that they are knowledgeable about the purpose and outcomes of the Group and the CHAS process;
- Attending and actively participate in all meetings;
- Providing informed comment and advice;
- Bringing to the Group's attention any identified problems or issues within the purpose of the CAG;
- Making, supporting and adhering to any final recommendations (note that members may express a dissenting view on particular matters which should be appropriately minuted); and
- Ensuring that meeting minutes are accurate and reflect a true and correct record of proceedings.

### **3.2.3 Proxies**

Proxies will be permitted to attend a meeting if prior approval has been obtained from the Chair.

### **3.2.4 Observers**

Observers may be invited to attend a meeting, or part of a meeting, but are not able to participate in the meeting.

### **3.2.5 Guest Presenters**

The Group may, from time to time, invite people to make presentations to the meeting and/or provide information, advice and opinion about a topic. These presenters do not have any other role in the meeting.

### **3.3.6 Council Officers**

Council officers may from time to time attend the meeting.

### **3.4.7 Administrative Support**

Administrative support will be provided by Council. This will extend to:

- Arranging meetings;
- Preparing and sending out agendas, minutes and other documentation;
- Maintaining up to date contact details for members; and
- Carrying out or monitoring follow-up actions which arise from the business of meetings

## **3.3 Recruitment**

The selection panel needs to ensure that, collectively, the members of the Group 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.

### **3.3.1 Standing Membership**

Standing membership is afforded to the following organisations as their input into the development of the CHAS will be essential:

- A Councillor
- Representation from Department of Agriculture and Fisheries (DAF)
- Representation from Department of Environment and Science (DES)
- Representation from Department of Transport and Main Roads (DTMR)
- Representation from Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP)
- Representation from the Chamber of Commerce and Industry Queensland (CCIQ) or other suitable Business and Industry sector representative body
- Representation from Tertiary Research
- Representation from Surf Life Saving Queensland (SLSQ)
- District Disaster Coordinator

These organisations shall nominate their representatives. For clarity, the nominated representatives are expected to comply with the provisions of this charter.

### **3.3.2 Voluntary Representation**

The balance of the representation on the CAG will be sought from a range of stakeholder groups via an open Expression of Interest invitation.

Appointment of voluntary representatives should be consistent with the following process:

- The process will be coordinated by the Council Manager responsible for the Group;
- The Manager will establish a selection advisory panel with two members who have an understanding of the Group's purpose and role of the member;
- The selection panel members will include the Chair, Council Manager and a Councillor representative from the PCG;
- The selection process will be merit based, as inclusive as possible, and be based on the statement of claims provided by the EOI process;
- Council will maintain a database of candidates and anyone can nominate themselves at any time by completing the EOI form and submitting it on-line;
- Successful nominees will be advised in writing of the intention to appoint them and will be asked to complete a declaration of interest.

The following criteria shall be considered when selecting voluntary members:

- Representation of stakeholders: Ability to represent one or more stakeholder groups.
- Capacity to communicate: Ability to communicate information from the CAG to other interested stakeholders.
- Constructive participation: Ability to commit to working constructively and cooperatively as part of the CAG. They should also agree to fulfil their role as laid out in this Charter.
- Interest: Members should be able to demonstrate interest in one or more issues or localities of concern 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 CAG, and actively participate in the business of the CAG.
- Availability and flexibility: Members should be available and willing to meet on the agreed dates during 2019 through 2021, at a mutually agreed time and venue.

### **3.4 Tenure**

Unless otherwise determined, appointments to the CAG are for duration of the CHAS project.

### **3.5 Removal of Existing Members**

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

### **3.6 Vacancies**

Where a vacancy arises in the membership of the Group, the position may be left vacant or may be filled in accordance with a decision made by the responsible Council Manager, having regard to the length of time remaining in the project and advice of the Chair.

As vacancies arise in the Group, nominees who have already registered an interest will be considered first by the selection panel

If no suitable nominee is available, the panel may call for additional nominations through Council's website, requiring interested parties to complete and submit the EOI form.

### **3.7 No Payment**

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

## 4 Member Conduct

### 4.1 Code of Conduct

Members of the CAG have a duty to discharge responsibilities entrusted by Council and the laws made under the Australian Constitution according to the highest standards of conduct.

The following Code of Conduct outlines principles that should be observed by all members of the Group, and should be read in conjunction with the *Public Sector Ethics Act (Qld) 1994*.

- A CAG member should perform the duties of the office impartially, uninfluenced by fear or favour.
- A CAG member should be frank and honest in official dealings with colleagues and with Council.
- A CAG member should ensure their personal conduct does not reflect adversely on the reputation of Council.
- A CAG member should demonstrate respect for fellow members, Councillors, Council employees and members of the public.
- A CAG member should avoid situations in which any private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with their public duty.
- CAG members should not:
  - use information obtained in the course of their official duties to directly or indirectly gain an advantage for themselves or for any other person.
  - discuss or publicly disclose information gained in the course of their official duties without prior approval of the Council Manager.
  - solicit or accept from any person any remuneration or benefit for the discharge of their duties.
  - solicit or accept any benefit, advantage or promise of future advantage for themselves, their immediate family or any business concern or trust with which they are associated, from persons who are in, or seek to be in, any contractual or special relationship with Council.
  - accept any gift, hospitality or concessional travel offered in connection with the discharge of their duties.
- A CAG member should avoid actual or potential conflicts between their duties to the CAG and their personal interests. Members should also be aware of possible perceived conflicts of interest.
- A CAG member should comply with all laws and other Council policy, procedures and requirements.

### 4.2 Declarations of Conflict of Interests

As part of the appointment process, members will be required to complete a conflict of interest declaration. Additionally, members should update their declarations of interest as they become aware of any real, perceived or potential conflicts.

Members of the advisory group who have or acquire directly or indirectly a personal or pecuniary interest in a matter decided or under consideration by the CAG must as soon as reasonably practicable, disclose to the Group full and accurate details of the interest.

### 4.3 Termination of Member's Appointment

A member's appointment may be terminated in writing by the relevant Council Manager for any of the following reasons:

- The term of appointment has expired;
- The member has submitted a written resignation;
- The member breaches the code of conduct;
- If a performance issue or behaviour documented by the manager (in consultation with the member), has not been rectified within a reasonable or agreed timeframe.

## 5 CAG Operations

### 5.1 Meetings Frequency and Procedures

Meeting frequency for the CAG will be no more than eight (8) times a year, with meetings held primarily at Level 5 Executive Boardroom at First Avenue, Maroochydore. Can be at other locations as agreed.

Group members may forward additional agenda items through to the Administrative Support up to 7 days prior to the meeting. However, the priority for discussion of such agenda items will be determined by the Chair.

Administrative support will be responsible for coordinating and distributing agenda and minutes, including when and how they are distributed and finalised. Draft minutes will be distributed within 7 business days following the meeting and final minutes distributed within 14 business days following the meeting

The Group will seek to provide feedback and advice based on a consensus building approach. Where consensus cannot be achieved a 'show of hands' by the members will be required by the Chair and the outcomes documented as part of the minutes, including dissenting views.

A quorum for this Group is deemed to be a majority of the members and a meeting may be cancelled if a majority of members cannot attend.

### 5.2 Reporting

The Chairperson of the CAG will report annually on the outputs, outcomes and recommendations of the CAG. This report will be presented to Council for its information.

### 5.3 Annual Review and Performance Evaluation

In consultation with the CAG, the Council Manager will undertake an annual documented assessment of the Group to ascertain:

- If the Group has adequate skills and experience to perform its duties;
- If the Group has satisfactory structure, procedures and communications;
- If the Group has access to adequate support from Council to perform its duties;
- Whether the Group is delivering relevant advice, outputs and/or outcomes;
- If the Group has any concerns or issues identified by the members or suggestions for improving Group performance;

If the Group has met the Code of Conduct requirements.

### 5.4 Cessation of Advisory Group

Council may advise at any time, through written notification to members, of the cessation of the CAG, including timeframe and the reasons for the cessation.

### 5.5 Media Statements

All media communication with the CAG will only occur via the Chairperson through media statements jointly prepared and endorsed by the Chairperson and Council's Communications Branch.

## Glossary

**Strategic** – relating to the identification of long-term or overarching aims and objectives, and the high level plan or methodology for achieving them.

**Operational** - relates to day to day decisions, actions and tactics (including deploying resources), to deliver on strategic aims and objectives. Examples of operational matters include the following:

- Implementation of projects;
- Routine asset maintenance and regulatory compliance;
- Routine public communications;
- Financial management systems;
- Council staff supervision and performance.





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