

# Redland City Council Reference Group Terms of Reference Amity Point Shoreline Erosion Management Plan

## **Background**

Amity Point on North Stradbroke Island has a history of coastal erosion, with records showing the foreshore has steadily retreated since 1886.

The Department of Environment and Heritage Protection (DEHP) has declared Amity Point as an erosion prone area under Part 4 section 70 of the Coastal Protection and Management Act 1995.

Based on this independent assessment Redland City Council's Coastal Adaptation Steering Group has prioritized an erosion management plan for Amity Point.

A three-stage consultation and engagement process will occur to:

- Further engage with the Amity Point community and affected property owners, including establishment of a reference group; with community representation;
- Conduct further research into shoreline erosion issues; and
- Complete the SEMP and prepare a Draft Implementation Plan for formal consideration and adoption by Council.

Factors that must be considered in this planning process include:

- The long- term cultural and socio-economic well-being of the Amity Point community
- Compliance with Redland City Council planning requirements and public safety responsibilities;
- Local knowledge and expertise of Amity Point residents;
- Council's established retreat policy for shoreline erosion-prone areas on North Stradbroke Island;
- State and Federal Government planning requirements, environmental and coastal management legislation, regulation and policies;
- All relevant technical data, including further shoreline erosion research to be undertaken by Council, and other relevant external scientific studies.

## **Purpose**

The primary purpose of the reference group is to:

- Work with Redland City Council officers to contribute their expertise and knowledge to shoreline erosion planning for Amity Point;
- Provide valuable local input to enable the delivery of a SEMP and Draft Implementation Plan that meets the current and long term needs of the community.

The reference group will have the opportunity to be directly represented on the Redland City Council Coastal Adaptation Strategy Steering Committee on occasions when Amity Point erosion matters are listed on the agenda.

### **Project Manager**

RCC Group Manager of City Infrastructure Group

### **Role**

Members of this reference group will:

- Be briefed on Council and State policy requirements for coastal protection and management, and the three stage consultation and engagement process during the completion of the SEMP, including preparation of a Draft Implementation Plan;
- Contribute advice, information and insight on shoreline erosion and practical management options based on personal and professional knowledge and experience of local conditions and community economic, cultural, historical and environmental considerations;
- Independently review and comment on existing technical data, and any further shoreline erosion research, as it becomes available;
- Share information and reports on the progress and direction of the SEMP action planning process to relevant community networks.

### **Composition**

The reference group will be chaired by the relevant Divisional Councillor. It will involve members drawn from the affected property owners and local residential community, community groups and professional members of our community.

The members will represent a cross section of interests and be in a position to represent and provide feedback to larger community networks.

Councillors can nominate members. Membership may include Traditional Owners and professional and research bodies.

State Government representatives will also be invited to participate. The Amity community can also nominate others with independent, value-adding views that live outside Amity Point.

### **Selection Process**

The Mayor will write to key local groups, inviting them to nominate a representative to be part of the reference group.

A mayoral letter will also be written to Amity Point residents, inviting them to nominate themselves or another resident as community representatives on the reference group.

All appointments to the reference group, including replacement appointees, will reflect the following attributes:

#### *For individual residents*

Selected representation based on:

- Professional knowledge and experience;
- Strong local knowledge pertinent to local erosion management issues, as well as the wider cultural, historic and economic interest of the island residents, including the Traditional Owners;
- Strong connection to the community and demonstrated willingness and ability to communicate objectively on these projects to other members of their community.

#### *For organisations*

Sample sector representation that reflects key local interests from among but not restricted to:

- The Amity Point Progress Association;
- Qandamooka Yoolooburrabee Aboriginal Corporation;
- Stradbroke Island Management Organisation;
- Straddie Chamber of Commerce;
- Other relevant community groups.

The final make-up of the reference group will be ratified by the city-wide Shoreline Erosion Management Steering Committee.

### **Meetings**

Meetings for this reference group are expected to be held regularly from mid-2014 until the SEMP is completed. The times of these meetings will be negotiated with the team to suit the members.

### **Protocols**

To ensure effectiveness, the following meeting protocols will apply in relation to all meetings:

- Reference group members will respect the role of the facilitator in the conduct of meetings;
- All members will respect the right of every member of the Team to speak and put forward their views;
- Members will comply with the facilitator's decisions in relation to allocation of time to agenda items;
- Minutes will be taken at each meeting and made available via e-mail to the group;
- An evaluation will be carried out at the end of the process to assess the effectiveness of the meetings.

### **Context**

While the reference group will act as an important forum, it must be noted that the group does not have authority to approve or refuse elements of the management plan or make policy decisions. The role of the community reference group is to provide advice and expert local knowledge to Council and to represent the needs of the community in the development of the Implementation Plan.

**Timing and Appointment**

Members of the reference group will be appointed until the completion of the SEMP, including submission of a Draft Implementation Plan to Council for formal consideration.

**Ending an Appointment**

Reference group members' appointment may be ended on the basis of one of the following:

- Resignation;
- Regular non-attendance at meetings (members will be considered to have vacated their position on the reference when they have been absent from three meetings without an apology);
- Failure of a team member to respect confidentiality requirements;
- Repeated failure by a reference group member to adhere to the protocols.

**Confidentiality**

From time to time reference group members may be asked to review and comment on draft documentation and/or technical data that have not been formally considered by the Council. Members will be notified in advance of any confidential items requiring discretion.

**Payment for Service**

There are no sitting fees for the Community Reference Group.

**Contact with the Media**

Media enquiries relating to the work of the community reference group are to be managed according to Council's corporate media policy guidelines.

All media requests are to be directed to Council's Communication, Engagement and Tourism Group on [media@redlands.qld.gov.au](mailto:media@redlands.qld.gov.au) or Phone: 3829 8726.