

# Redland City Council

## Coastal Adaptation Steering Committee

### Terms of Reference

#### **Executive summary**

On 5 March 2014 Redland City Council resolved unanimously to;

- Delay the presentation of a report to Council on the Draft Amity Point Foreshore Erosion Management Plan (SEMP) until at least end of June 2014;
- Establish an Advisory Committee (as per guidelines) with Amity Point community representation to oversee further development of the plan; and
- Engage with the State Government in order to achieve reasonable policy and legislative amendments to allow Amity Point property owners to be able to defend their properties without unnecessary red tape.

In response to point two of this resolution, Council officers have prepared a community engagement and communication plan that includes the establishment of separate Reference Groups for preparation of shoreline erosion options at Amity Point and Coochiemudlo Island.

In addition, a high-level Coastal Adaptation Steering Committee chaired by the Mayor, and involving senior State Government representatives, will oversee these and other SEMP Reference Groups established in the Redlands, and inform and provide authority to Council's city wide planning and assessment of shoreline erosion issues.

The recommendation that this group be chaired by the Mayor and established at Group Manager level or above and involve key state agencies, also addresses point three of the above resolution.

It acknowledges that in addition to 220 kilometres of mainland and island coastline and the Amity Point area (listed as a state priority for erosion management), there are separate SEMP's required for Coochiemudlo and five additional Redland city locations in the next financial year, including a city wide shoreline erosion management plan.

Given the ongoing potential for SEMP engagements to raise community expectations that "Red Tape" and 'expense' of seawalls protection and certification could/ should be reduced; the authority of such a steering committee, in particular state representation, is seen as vitally important to addressing these issues, providing a clear policy direction for resolution of shoreline erosion issues and by providing clear information for the community.

The frequency of the steering committee meetings and the detail of membership have yet to be formally agreed but meetings may be either bi-monthly or quarterly.

## Background

Redland City Council administers 220 kilometres of mainland and island coastline within its boundaries. The bay shoreline extends from Tingalpa Creek south to the Logan River on the mainland. Offshore, many of the southern Moreton Bay islands and North Stradbroke Island, including some 50km of ocean beach, are part of the city.

These are dynamic, ever-changing environments, each with their own set of challenges due to the varying natural forces of wave action, currents, wind and extreme weather, compounded sometimes by human activity.

A number of significant erosion issues have been identified in the city that would benefit from a holistic approach to coastal management.

For example, there are on-going foreshore erosion problems at Amity Point on North Stradbroke Island, where a number of houses are at risk. The community has already lost significant areas of land to the sea, and development and assets continue to be threatened. There are also major public safety concerns over the risk of dramatic bank subsidence into Rainbow Channel and rock wall failure. Consequently, Amity Point is considered a priority area under State coastal management planning provisions.

The eastern shoreline of Coochiemudlo Island, particularly Norfolk Beach, is affected by long-term progressive erosion. While there is no private property at risk, it does affect public access and recreational amenity in eroded areas.

Other known erosion hot spots requiring attention include Waterloo Bay at Thorneside and Russell Island.

As the controlling local authority, Redland City Council is bound by a comprehensive overlay of State and Federal coastal management legislation, regulations and policies, as well as its own policies and planning strategies.

Its coastal management obligations include development of shoreline erosion management plans (SEMPs) as a pre-requisite to State approval of foreshore erosion mitigation actions.

Redland Council recognises the threat persistent erosion plays on the environmental, cultural and socio-economic fabric of waterfront communities. Wherever possible it follows an established strategy supporting natural processes and managing accordingly.

As such, Council intends to develop a whole-of-city strategy to manage vulnerable areas into the future as well as preparing specific SEMPS and action plans to safeguard critical areas. This will enable Council to satisfy its State and Federal coastal management responsibilities and to be proactive in working with communities and key stakeholder groups to address local shoreline erosion.

Factors that must be considered in this holistic planning process include:

- The long-term environmental, cultural and socio-economic well-being of affected Redland communities
- Compliance with Redland City Council's established policy and planning requirements, and public safety responsibilities;
- Local knowledge and expertise of local residents in erosion prone areas;
- Compliance with Queensland and Commonwealth 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 and technical data known to have been produced or held by specialist Redlands residents.

### **Lead agency**

Redland City Council (RCC).

### **Sponsoring agencies**

- Redland City Council;
- Department of Environment and Heritage Protection (DEHP); Department of National Parks, Sport and Racing (DNPSR).

### **Other city wide stakeholders**

- Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC); Healthy Waterways and Catchments.

### **Other stakeholders**

Engineers Australia – National Committee for Coastal and Ocean Engineers.

### **Project manager (RCC)**

Murray Erbs, Group Manager City Infrastructure.

### **Purpose**

The primary purpose of the Steering Committee is to:

- Oversee the whole city coastal adaptation management plan and priorities areas for further investigation or requiring local SEMP's;
- Facilitate dialogue between State and RCC to establish consistent policies and agreed mitigation strategies for shore line erosion;
- Provide consistent information to the community on shore line erosion management;
- Make recommendations where required to the planning scheme and other planning processes including local SEMP's and action timelines for consideration and adoption by Council.

### **Review**

This steering group and its membership will be reviewed by Council annually.

## **Role**

Members of the steering committee will:

- Involve senior officers at State Government and Local Government levels that can make strong policy decisions;
- Provide overarching shoreline erosion planning for the city and a consistent approach to handling identified shoreline erosion issues in locations across the city;
- Sign off on the establishment of SEMP reference groups, and their terms of reference, and ratify membership of these groups;
- Contribute advice, information and insight on shoreline erosion and practical management options based on professional knowledge and expertise;
- Independently review and comment on existing technical data;
- Source and consider further shoreline erosion research relevant to specific study sites, including current university research, as it becomes available;
- Recommend the final implementation plan to Council and to the State;
- Regularly update SEMP reference groups.

## **Membership**

The Steering Committee will be chaired by the Mayor, Cr Karen Williams.

It will comprise:

- Two Councillors (one of which shall be the Mayor);
- A senior State Government representative from the Department of Environment and Heritage Protection (DEHP), Department of National Parks, Sport and Racing (DNPSR), Department of Natural Resources and Mines (DNRM), Department of Agriculture, Fisheries and Forestry (DAFF), and Department of State Development Infrastructure and Planning (DSDIP); State Government members will be responsible for expediting all State approvals identified during the planning processes;
- Two Council engineering and environmental assessment planners at Group Manager level;
- Two senior Council Communication, Engagement and Tourism team representative;
- An independent shoreline erosion expert nominated by the National Committee for Coastal and Ocean Engineers;
- A representative from QYAC;
- A representative from Healthy Waterways Catchments; and
- One seat, to be filled on occasions by a nominated representative of the relevant reference group when discussion of a particular SEMP is on the agenda.

## **Chair**

The Chair, the Mayor Cr Williams, will convene the Coastal Adaptation Steering Committee meetings.

If the designated Chair is not available, then the Deputy Mayor or a delegated

councillor (referred to as the Acting Chair) will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

### **Selection Process**

RCC officers will be nominated by the relevant General Manager, in consultation with the Project Manager.

Senior State Government representatives will be nominated by DEHP, DNPSR and DSDIP and must have authority to act, give advice and make decisions.

An independent shoreline erosion expert will be selected in consultation with the National Committee of Coastal Engineers (Chapter of Engineers Australia).

The final make-up of the steering committee will be ratified by RCC Executive Leadership Group and the other project sponsors.

### **Meetings**

Meetings for this steering committee will be held regularly. The times of these meetings will be negotiated with the team to suit the availability of members.

### **Protocols**

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

- Steering Committee members will respect the role of the chair as facilitator in the conduct of meetings;
- All members will respect the right of every member of the committee to speak and put forward their views;
- Members will comply with the chair'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.

### **Agenda items**

All agenda items must be forwarded to the Project Manager by close of business 10 working days prior to the next scheduled meeting.

The Steering Committee agenda, with attached meeting papers, will be distributed at least three working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

### **Minutes and meeting papers**

The Minutes of each meeting will be provided by the Project Manager.

Full copies of the Minutes, including attachments, shall be provided to all Steering

Committee members no later than 10 working days following each meeting.

By agreement of the Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Steering Committee meeting.

The Minutes of each Steering Committee meeting will be monitored and maintained by the Project Manager as a complete record as required under provisions of the Public Records Act 2002.

### **Proxies to meetings**

Members of the Steering Committee can nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least five working days prior to the scheduled nominated meeting.

The nominated proxy shall have voting rights at the attended meeting. The nominated proxy must provide relevant comments/feedback from the Steering Committee member they are representing to the attended meeting.

### **Quorum requirements**

A minimum of seven Steering Committee members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

The quorum must contain at least two members from the lead agency (RCC) and one member from each sponsoring agency.

### **Confidentiality**

Steering Committee members will 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 Steering Committee members representing Council, the State Government, or community organisations. A sitting fee may by agreement be provided for the independent expert (s).

### **Conflict of Interest**

If a committee member holds any office or position of trust or responsibility in a company or other organisation involved in the community (whether profit or not) and has any vested or personal interest in matters for discussion, the member must disclose the interest to Council and the other members of the committee.

### **Ending an Appointment**

The appointment of Steering Committee members 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.

### **Contact with the Media**

Media enquiries relating to the work of the Steering Committee 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:7382 8726.