

Cassowary Coast Coastal Hazards Adaptation Strategy



**Coastal Adaptation
Advisory Group**

Terms of Reference

July 2018

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Executive Summary

Council is in the process of preparing the Cassowary Coast Coastal Hazard Adaptation Strategy (CHAS) project, which is proposed to improve the resilience of the Cassowary Coast region to coastal hazards, in the context of changing climate conditions. The purpose of the CHAS is to assess the risk from coastal hazards and the projected effects of climate change over the medium to long term; propose adaptation measures to respond to these impacts; and establish a strategy for the implementation of these adaptation measures.

During the development of the CHAS and in line with the funding requirements outlined by QCoast2100, Cassowary Coast Regional Council (Council) must engage with the community about, current and future coastal hazards and climate change, possible adaptation pathways and the communities shared capacity to respond to changing risks.

A Stakeholder Engagement Plan (SEP) has been developed for the project to provide a communications and engagement framework for the life of the CHAS. The SEP relevant identifies stakeholders to engage at each phase; outlines key messages and tactics for implementation; and defines Council's overall approach and objectives for engaging the community purposefully. A key component of the SEP is the establishment of a Coastal Adaptation Advisory Group to provide early access to local knowledge and support to guide development of the CHAS.

The Cassowary Coast Coastal Adaptation Advisory Group will play an instrumental role in guiding the project including:

- Supporting early engagement with key stakeholders to facilitate the early incorporation of feedback into the project;
- Fostering ownership of the project by key stakeholders and the community;
- Providing legitimacy to the project and supporting key messaging around project engagement (e.g. *A Coastal Adaptation Advisory Group, including representatives from key stakeholder and community groups, has been established to guide the CHAS project outcomes*);
- Building community understanding, trust and acceptance of the proposed outcomes as they will be grounded in local knowledge;
- Offering a greater potential for reaching consensus between stakeholder groups;
- Elevating the level of transparency across the project phases, and assisting in managing community perception and community expectations of the project;
- Supporting the stakeholder engagement goals for the project;

- Creating project efficiencies, with knowledge of the project and progress retained within the group (i.e. reducing the need to introduce the project at each point of contact); and
- Reviewing key project inputs and outcomes and providing consolidated feedback.

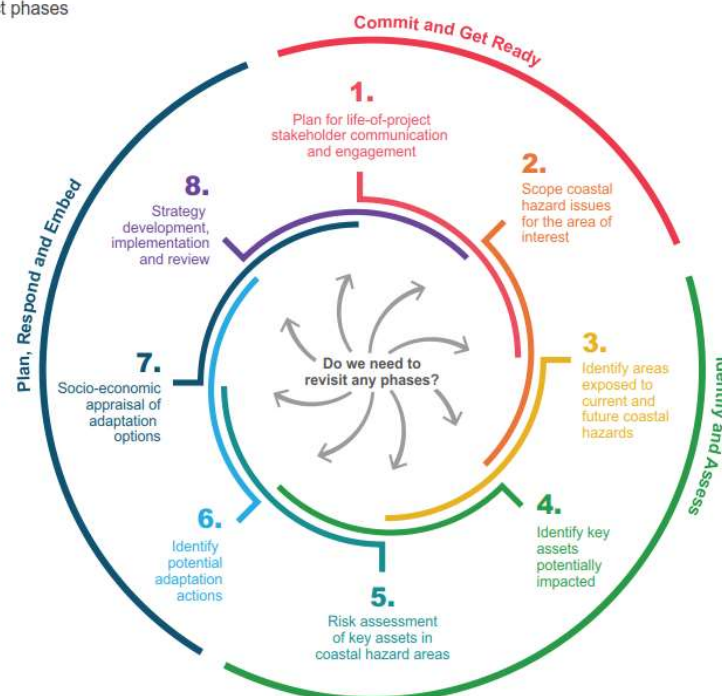
The Terms of Reference for the Coastal Adaptation Advisory Group has been developed to define the purpose and structure of the group and set the group's objectives. The Terms of Reference confirms the role of the Coastal Adaptation Advisory Group as playing an integral role in developing a workable long term CHAS for the region.

Project Background

Cassowary Coast Regional Council (CCRC) acknowledges that coastal hazards, exacerbated by climate change, will pose risks to CCRC and its operations, the local community, economy and environment. The CHAS is proposed to improve the resilience of the Cassowary Coast region to coastal hazards, in the context of changing climate conditions. The purpose of the CHAS is to assess the risk from coastal hazards and the projected effects of climate change over the medium to long term; propose adaptation measures to respond to these impacts; and establish a strategy for the implementation of these adaptation measures.

The Cassowary Coast CHAS will be developed over eight phases (refer Figure1), in accordance with the Local Government Association of Queensland (LGAQ) *QCoast2100 Minimum Standards and Guidelines* (QCoast2100 MS&G, 2017).

Figure 1. Project phases



CCRC is committed to establishing an ongoing dialogue and engagement with stakeholders and communities that have an interest in, or will be affected by, coastal hazards and subsequent actions to adapt and build resilience within key communities. This includes members of the public, government agencies, representative bodies, and others.

As part of Phase 1 of the CHAS, a Stakeholder Engagement Plan (SEP) was prepared, outlining the proposed communication and engagement framework for the life of the CHAS. The SEP identifies the relevant stakeholders to be engaged at each phase; outlines key messages and tactics for implementation; and defines CCRC's overall approach and objectives for purposeful engagement with key stakeholders and the community.

Phase 1 of the CHAS recommended establishment of a Coastal Adaptation Advisory Group (CAAG) for the project to provide early access to local knowledge and support to guide development of the CHAS.

Role

The role of the Coastal Adaptation Advisory Group in broad terms is to provide early access to local knowledge and support to guide development of the Coastal Hazards Adaptation Strategy.

Specifically, in the context of the CHAS it is anticipated the Coastal Adaptation Advisory Group will:

- Provide local insight into historical issues such as past incidents of erosion and/or property damage arising from coastal hazards including vulnerable locations, assets and communities.
- Review and validate the key findings of the Cassowary Coast CHAS Stage 5 Risk Assessment – specifically by reviewing and potentially revising the coastal hazards identified, the areas of exposure to coastal hazards and the rating of risks associated with coastal hazards across the various communities within the region.
- Aid in understanding the level of risk that is acceptable to key stakeholders and the community.
- Review and test the adaptation options developed as part of the Phase 6 deliverables to identify appropriate adaptation actions for the region. Specifically, it is anticipated the Coastal Advisory Group will be able to provide feedback on a range of adaptation options where community input would be required to facilitate the selection of an option.
- Validate the CCRC's CHAS development process as being suitably inclusive and transparent.
- Improve community understanding of the CHAS and the engagement program adopted by acting as an advocate for the process.

Membership

It is anticipated the Coastal Adaptation Advisory Group would include a representative cross section of key stakeholders and the community. Membership would be obtained through a public nomination process and by invitation. By inviting interest through a transparent public nomination process, Council can define key criteria for involvement in the Coastal Adaptation Advisory Group and ensure that an accurate cross-section of the community is represented.

Membership of the Coastal Adaptation Advisory Group comprises of the following organisations:

- Innisfail District Cane Growers;
- Cassowary Coast Banana Growers' Association;
- Innisfail Chamber of Commerce, Industry and Tourism;
- Mission Beach Business and Tourism;
- Tully and District Chamber of Commerce;
- Cardwell Chamber of Commerce;
- Mission Beach Community Association;
- Cardwell District Community Association;
- Urban Development Institute of Australia;
- Known residents or business owners from affected areas which are not represented via the public nominations process; and
- Four (4) Community delegates via the public nominations process

The facilitator of the Coastal Adaptation Advisory Group will be Councillor Wayne Kimberley. The role of the facilitator will be to guide the Coastal Adaptation Advisory Group and chair the meetings.

Tenure of Membership

The tenure of membership for the Coastal Adaptation Advisory Group will be for the life of the project which is expected to run for approximately 18 months.

Selection Criteria

Expressions of Interest to participate as a community delegate on the Coastal Adaptation Advisory Group will be called for through the Council notices posted in the local media and Council's website. Nominations must be received in writing before the due date nominated within the Expression of Interest.

Nominations for membership of the Coastal Adaptation Advisory Group will be assessed against the following selection criteria:

- Community delegates must be nominated by a community group, consortium of community groups or a peak body preferably with wide membership or representation;
- Organisation delegates must be nominated by a peak body or a consortium of organisations preferably with a wide membership or representation;
- Community delegates must reside in the Cassowary Coast region;
- Scientific representatives must have a speciality in disciplines related to the climate change and natural hazards;
- Nominees must be willing to abide by the terms of reference for the group;
- Nominees must be willing to abide by the code of conduct for the group; and
- Final determination for appointment to the group shall be made by Council.

Code of Conduct

- Give advice to the best of their knowledge and ability that will help achieve the objectives of the committee and support the outcomes of the project;
- Facilitate in a timely way any tasks allocated to and accepted by them in particular with regards to providing consolidated feedback and review;
- Behave in a manner that respects the interests and viewpoints of other members;
- Declare any potential or actual conflicts of interests on matters that are brought before the Committee;
- All members will abide by *Council's Code of Conduct* and *Council's Code of Conduct – Conduct Committee Guidelines* and *Council's Code of Meeting Practice*; and
- A copy of the current Codes will be made available to each committee member following any updates or amendments made by the Council upon request.

Reporting Relationships and Requirements

The Coastal Adaptation Advisory Group shall keep minutes and reporting, minutes and papers shall be recorded in Council's information/records system and distributed to the group.

Matters for Consideration

The following are examples of matters for consideration that will be presented to the Coastal Adaptation Advisory Group:

- Ensure the Coastal Hazards adaptation Strategy meets the requirements of QCoast2100;
- Provide guidance on the assessment of coastal hazard risks and the development of corresponding adaptation approaches; and

- Provide local knowledge and assist in the development of the implantation plan.

Procedures

1. The frequency of the Coastal Adaptation Advisory Group meetings shall be once every two months, unless otherwise determined/requested by the group;
2. Submissions are to be provided no less than one week prior to the prescribed meeting date;
3. Status update reports are to be provided no less than one week prior to the prescribed meeting date and are to be attached to the agenda;
4. Presentations to the group are to be identified no less than one week prior to the prescribed meeting date and are to be attached to the agenda;
5. Agenda and minutes are to be prepared and circulated in a timely manner electronically;
6. Responsibility for actions and communication are to be included in the minutes; and
7. Council will provide secretarial support, including minute taking and professional officer support as appropriate.