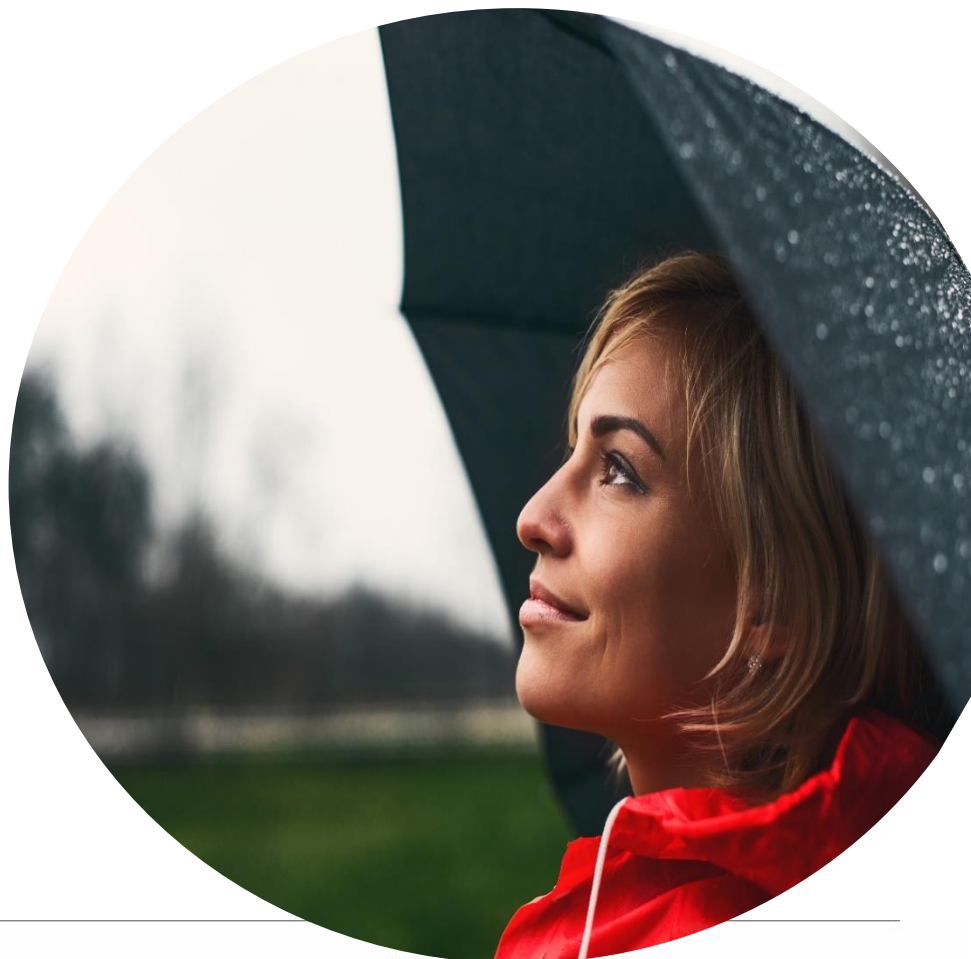


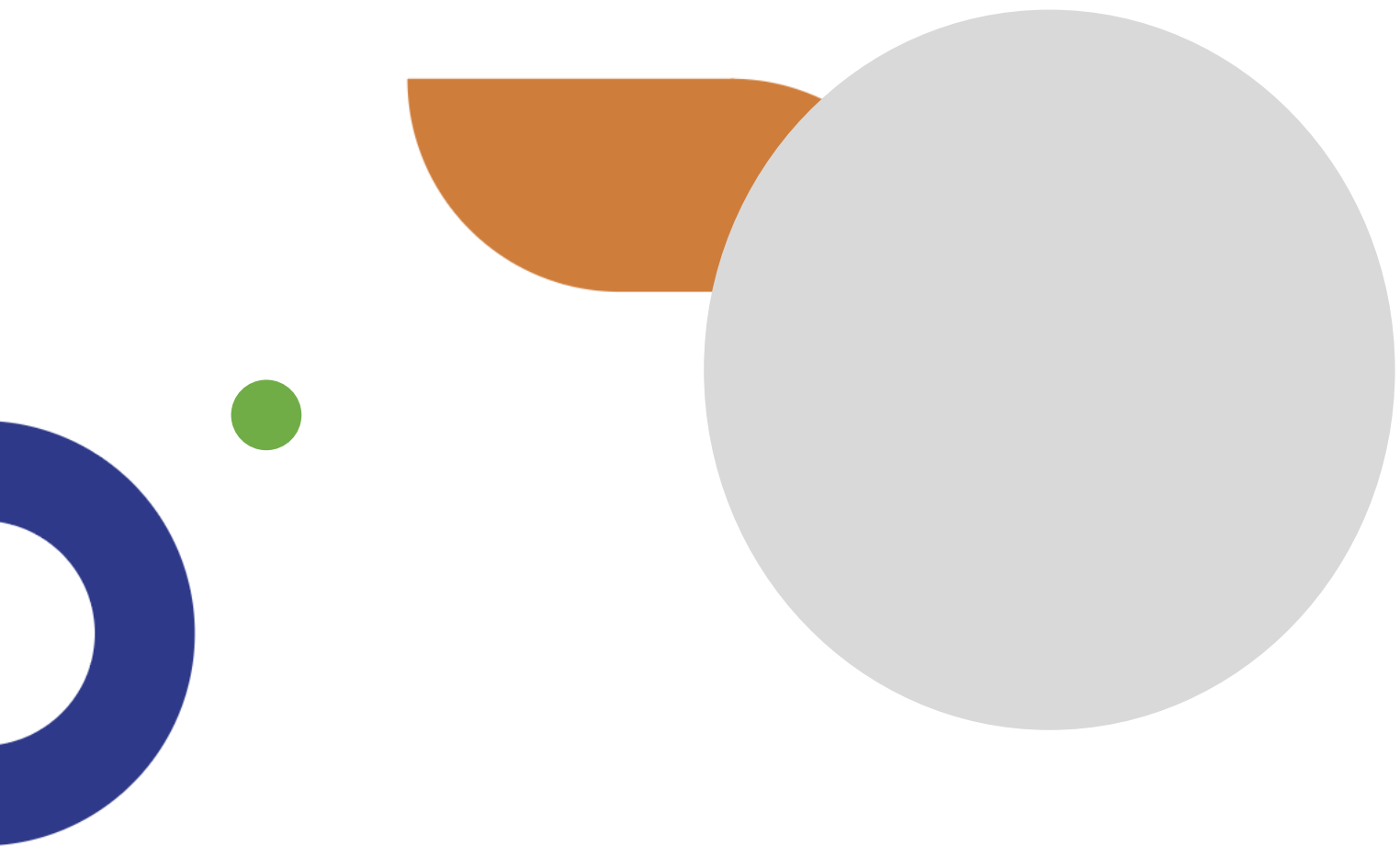
Terms of Reference

Local Resilience Plan Pilot Projects
(Dohles Rocks and Scarborough)
Local Resilience Task Force



Contents

Background	4
About the project	4
What is a Local Resilience Plan?	5
Objectives of the LRTF	5
Role of the LRTF	6
Schedule	6
Term	6
Activities	6
Member selection	7
Replacing LRTF members	7
Conflicts of interest	8
Procedures	8
Role of Council's project team	8
Protocols	8
Differing views and consensus	9
Privacy	9
Intellectual Property	9
Media	9
Relationship	9
Complaints	9



Acknowledgement

We acknowledge the Kabi Kabi, Jinibara and Turrbal Peoples as the Traditional Custodians of the lands and waterways of the Moreton Bay Region, and pay our respects to their Elders, past, present and emerging. We recognise that the Moreton Bay Region has always been a place of cultural, spiritual, social and economic significance to First Nations people.

We are committed to working in partnership with Traditional Custodians and other First Nations communities to shape a shared future that celebrates First Nations history and culture as an irreplaceable foundation of our region's collective identity.

Disclaimer

The Moreton Bay City Council and its officers accept no responsibility for any loss whatsoever arising howsoever from any person's act or omission in connection with any information, expressed or implied, contained within this document. Nothing in this document should be taken as legal advice.

Background



These Terms of Reference define the role of the Local Resilience Task Force (LRTF).

By applying to participate in the City of Moreton Bay ('Council') Local Resilience Plan Pilot Project (the 'Project'), LRTF participants agree to these Terms. They acknowledge they have read, understood and agree to the following Terms which govern their involvement in the project.

About the project

Council endorsed the [Living Coast Plan](#), our plan to adapt and respond to projected coastal hazards out to 2100, in May 2023. That plan includes an assessment of the risk to coastal communities and environments in the City of Moreton Bay, and identifies our response in the short, medium and long term.

The Living Coast Plan enables us to be better prepared in the future to reduce the negative impacts of coastal hazards on our communities, environment, cultural values, infrastructure, liveability and essential services. This Plan is designed to benefit the Moreton Bay community both now and into the future (to 2100) so that future generations can continue to enjoy the benefits of living in and visiting the Moreton Bay region.

The Living Coast Plan identifies these areas as being increasingly exposed to climate related impacts including erosion, tidal and storm tide inundation in the future. Without improvements to both infrastructure and private assets, the local area may become unsafe for homes at some point in the future.

The Living Coast Plan identifies two communities - Dohles Rocks Village at Griffin and the northern part of Scarborough adjacent to Jamieson Park - as pilot project sites for a new approach to adaptation through the development of Local Resilience Plans. The goal of these pilot projects is to develop a Local Resilience Plan with actions for community members that will achieve a tolerable level of local resilience to natural hazards by 2050. Because this is a pilot, the form and structure of Local Resilience Plans will be developed as part of the project. Council will work with residents to find the best ways to plan and deliver these projects.

The effectiveness of the pilot projects will be evaluated to determine whether the program should continue to be rolled out in other communities. Council will assess whether the project is successful in achieving the following objectives:

- A pathway that achieves a tolerable level of resilience by 2050 is agreed to by both Council and the Local Resilience Task Force.
- The target communities demonstrate an acceptance of the risk and responsibility for taking action on their own properties, including measurable progress towards short and medium term improvements.

Council gratefully acknowledges funding from the QCoast 2100 program to support delivery of these pilot projects.



What is a Local Resilience Plan?

A Local Resilience Plan is an area-specific plan to improve community resilience to natural hazards such as flooding and sea level rises. These plans will identify resilience options for both the community and property owners to adapt to natural disaster risks over time. It will include recommended property solutions for property owners to respond to those risks.

Defining “Resilience”

Resilience is the ability for something to withstand stress and continue to function and recover from damage. Community resilience involves being prepared for coastal hazards and maintaining the capacity to respond to and manage impacts when they occur.

Improving resilience does not prevent impacts from happening. Our goal is to keep the impacts on homes and people at a tolerable level.

Local Resilience Plans will include simple, low-cost actions - like clearing roof gutters, removing tree branches close to your home and preparing an emergency kit. The plans will also include longer term actions for property owners to plan ahead, such as using water resistant materials where possible.

The project will identify support resources and other requirements to implement actions, including advocacy to other levels of government where required. A Local Resilience Task Force (LRTF) will be established during the project to promote actions and monitor achievement towards goals.

Local Resilience Plans will use an Adaptive Management approach. They will be reviewed regularly and updated based on any changes to modelling or projected natural hazard impacts, and progress on action plans by both Council and property owners. LRTF's are expected to continue to be involved in the delivery and review of Local Resilience Plans over this period.

Objectives of the LRTF

Council aims to achieve the following objectives through the LRTF:

- work together to develop a Local Resilience Plan that meets both Council and property owner's needs
- develop a shared, mutual understanding of short-, medium- and long-term risks and impacts to properties and communities
- build a partnership between Council and at-risk communities to address future hazards, based on mutual obligations and trust
- identify and, to the extent reasonably possible, address barriers and constraints to improving resilience at both the property and community scale.



Role of the LRTF

A LRTF will be established for the pilot project, made up of residents and/or property owners within the targeted communities. This group is intended to:

- represent a range of community viewpoints and a broad cross-section of the affected community
- facilitate two-way communication between Council and community members with the aim of sharing knowledge and building a mutual understanding of issues associated to the project
- provide input into identifying suitable and acceptable actions to work towards improving resilience in their community
- encourage property owners in their communities to take action to improve the resilience of their homes.

Schedule

Term

This Terms of Reference is effective from 20 May 2024. The LRTF will meet at least three times during the development of the draft Local Resilience Plans and may continue to meet following adoption of the Plans. Additional meetings will be subject to agreement by Council and LRTF members.

Activities

Time Frame	Project stage	LRTF Activity
24 May 2024 24 June 2024	Applications for LRTF membership	Apply via project websites: yoursay.moretonbay.qld.gov.au/dohles-rocks-resilience yoursay.moretonbay.qld.gov.au/scarborough-resilience Sign up and agree to Terms of Reference
July / August 2024 (date to be confirmed at least 2 weeks in advance)	Situation assessment and build momentum	LRTF Workshop to: • Understand current and future natural hazard risks and impacts • Review outcomes of Community Survey to understand sentiment and preferences • Identify short and medium term actions to improve community and property resilience immediately

Time Frame	Project stage	LRTF Activity
October 2024 (date to be confirmed at least 2 weeks in advance)	Develop potential solutions	LRTF Workshop to: - understand and provide feedback on infrastructure options - understand and provide feedback on long term property scale options - define the level of resilience needed to meet “tolerable” standard and protect communities.
December 2024/ January 2025 (Subject to change)	Develop draft Local Resilience Plans for each community	LRTF Workshop to: - provide input to draft Local Resilience Plan development - discuss options to consult communities on draft Plans and collect feedback.
March / April 2025 (Subject to change)	Consultation with target communities on draft Local Resilience Plans	LRTF involvement in: - promoting consultation activity to community members - encouraging property owners and residents to participate and provide feedback.

Member selection

Interested community members must complete the application form provided and return to Council by the application closing date. Participation is voluntary and open to all property owners and residents of the target communities aged 18 years (or over).

Council will assess all applications received and select community representatives based on the following criteria:

- **Representation:** The applicant demonstrates connections to the targeted community through residency, property ownership or participation in community networks. The applicants represent a variety of community interests.
- **Capacity:** The applicant demonstrates an ability and willingness to participate in all aspects of the LRTF (essential).
- **Engagement:** The applicant demonstrates a genuine interest in the project and outcomes and a willingness to engage with other community members.

Replacing LRTF members

Inappropriate conduct or conduct that does not align with the Membership Protocols outlined in these Terms of Reference may result in removal from the group. Any member of the group who does not attend two consecutive meetings without providing a reason to Council will be assumed to have left the group. The Council will select replacement members who represent similar community interests. Existing applications to join the group will be considered first and if no suitable replacement is found then applications will be sought for new members.

Conflicts of interest

LRTF members agree, at the time of signing these Terms, no conflict of interest exists in or is likely to arise from participation in the Project. If, during their participation in the Project, a conflict of interest or risk of a conflict of interest arises, the LRTF member must promptly give written notice to Council of that conflict or risk of it by contacting a project team member.

All LRTF members must adhere to Council's Managing Interests and Disclosing Conflicts of Interest Policy available at [Conflict of Interest - Policy 2150-011](#) ([moretonbay.qld.gov.au](#)).

Procedures

Role of Council's project team

Council's project team will:

- plan and organise LRTF meetings and activities with at least 2 weeks' notice to members
- prepare the agenda and distribute it to members
- provide details of proxies prior to the workshops or activities
- provide sufficient information for members to meaningfully participate in discussion
- draft workshop minutes and outcomes and distribute to members by email within two weeks of meetings
- genuinely consider and respond to all feedback and suggestions raised in the group.

Protocols

LRTF members agree to:

- adhere to the terms of reference
- attend meetings or advise Council if they cannot
- represent community views to inform and advise Council by focusing on the agreed scope of discussion
- respect the role of the facilitator in guiding the group
- respect other members, consider other points of view, and ask questions to gain clarity and understanding
- refrain from taking photographs that include other members, live recording, live streaming, or posting of social media during LRTF sessions
- undertake agreed actions within specified timeframes
- act reasonably, with honesty, in good faith, and in an unbiased manner
- participate in consensus-building processes to seek solutions that advance the conversation
- express themselves through their preferences, interests and outcomes each member hopes to achieve
- disseminate non-confidential information with the wider community
- protect other group members' privacy, and treat them with respect when discussing the project with other community members
- provide considered feedback on the effectiveness of the LRTF format and decision-making processes
- not utilise the membership of the LRTF for personal or political gains

Differing views and consensus

All viewpoints are valid. The membership of the LRTF represents differing stakeholder interests and viewpoints. The group is unlikely to reach agreement on every subject raised. Where group members hold differing positions, those viewpoints will be noted and taken into consideration.

Privacy

Council will collect your contact information and views (your 'Personal Information') to facilitate your participation in the Project and to use your views to inform the outcome of the Project. Council will also use your Personal Information to update Council's customer information records and to contact you about other functions and services of Council.

Council will not provide your contact information to any other party without your consent. Council may publish the following information on its website and in other Council media such as newsletters:

- first names of the CRG members
- the terms of reference
- agendas and minutes of each meeting
- profile of the reference group including demographic summary
- authorised photos from LRTF meetings.

For more information, see Council's Information Privacy Plan: [moretonbay.link/governance-information-privacy-plan](https://moretonbay.qld.gov.au/governance-information-privacy-plan)

Intellectual Property

LRTF members agree that Intellectual Property Rights in any material provided by you in connection with the Project that is created, written or otherwise brought into existence by or on behalf of you in the course of your participation in the Project will legally belong to Council. Intellectual Property Rights means all copyright, patents and all rights in relation to inventions, trademarks and designs or any rights to registration of such rights, whether created before, on or after the date of the Terms.

Media

Members must not speak to the media on behalf of the group without authorisation from Council. This does not restrict individual rights to speak to the media as a private citizen.

Relationship

LRTF members agree that:

- participation in the Project does not create the relationship of employment, a partnership, joint venture or principal and agent between yourself and Council; and
- you must not represent yourself or allow yourself to be represented as speaking or acting on behalf of Council without the prior written authorisation of Council. This includes providing comment to the media.
- Council may without notice, at its sole discretion, end your involvement in the Project.

Complaints

Council's complaints process is available on Council's website at [moretonbay.link/governance-complaints-process](https://moretonbay.qld.gov.au/governance-complaints-process). Disputes and complaints should be documented in writing and sent to mbrc@moretonbay.qld.gov.au.



For more information on our new Corporate Plan and Pillars
scan the QR code or visit moretonbay.qld.gov.au