

Sunshine Coast Council

Moffat Beach Place Plan Project Moffat Beach Community Focus Group

Terms of Reference

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Acknowledgements

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

Reference document

This document should be cited as follows:

[Sunshine Coast Council Moffat Beach Place Plan Project Community Focus Group Terms of Reference 2024-2025.](#)

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Introduction

Sunshine Coast Council is creating a long-term vision and guide for the public spaces of Moffat Beach. This initiative—known as the Moffat Beach Place Plan—will reflect the values, ideas, and aspirations of the local community to help shape the future of this much-loved coastal suburb.

The Place Plan will serve as a guide to:

- Capture our community's values and vision for Moffat Beach's public spaces
- Guide how we can improve and manage the shared public spaces, like the streets and parks, where we walk, gather and interact with each other
- Make it safer and easier for people to walk around the suburb
- Reinforce the unique Moffat Beach character
- Look at how Council can schedule projects into the future to deliver on our community's vision
- Guide future opportunities for grants and other funding sources

By working together, we can ensure Moffat Beach continues to thrive as a vibrant, inclusive, and distinctive place for everyone.

This document presents the updated Terms of Reference for the Moffat Beach Community Focus Group (CFG).

These Terms of Reference have been adapted from the original Moffat Beach Seawall Reconstruction Project, with project-specific language revised to align with the broader goals of the Moffat Beach Place Plan.

Definition

The Moffat Beach Community Focus Group (CFG) is a forum coordinated by Sunshine Coast Council (SCC), comprising selected representatives from community groups as well as members of the broader Moffat Beach community. The group provides information, insights, and perspectives to Council, fostering a two-way dialogue that aims to enhance project outcomes and strengthen relationships for the long-term benefit of Moffat Beach.

Project Area

The project area encompasses the broader Moffat Beach suburb, with a focus on the primary commercial precinct and adjacent recreational spaces, including Eleanor Shipley Park and Moffat Beach Park.



Note: the project scope does not include the areas within the Seawall Reconstruction project and the Moffat headland railing renewal and enhancement project boundaries.

Funding

Council has committed funding to develop the Place Plan in the 2025/26 financial year. At this stage, no funding has been allocated for the implementation of projects that may arise from the plan. However, the Place Plan will serve as a strategic guide to support future funding opportunities, including grant applications.

Purpose of the Moffat Beach Community Focus Group

The primary purpose is to share two-way information between the community and SCC. It is an opportunity for current community issues to be discussed with, and understood by SCC, relevant to the groups' purpose.

The Moffat Beach CFG is not a decision-making body, and it is not a requirement that consensus always be reached between members on issues discussed.

The purpose of the Moffat Beach CFG is to:

- Involve the key community groups and stakeholders and understand everyone's views.
- Ensure key community and business stakeholders are appropriately engaged with clear and accurate information regarding the Place Plan project.
- Engage with local community/interest/resident groups around topics related to Moffat Beaches public areas.
- Share two-way information between the community and SCC relevant to the Moffat Beach Place Plan project.
- Provide a forum to bring local community groups and stakeholders together to share the details and values of their groups as relevant to Moffat Beach Place Plan project.
- To foster positive ongoing relationships between Moffat Beach stakeholders.

Primary objectives

The primary objectives of the Moffat Beach CFG are to:

- Facilitate the exchange of local knowledge between the community and stakeholders about Moffat Beach and the Seawall Reconstruction Project.
- Encourage collaborative and respectful relationships between all community groups and stakeholders.
- Serve as a communication link to the local community by sharing project information and fostering understanding in line with the CFG's purpose.

Membership

- The Moffat Beach CFG will be facilitated by a nominated Chairperson.
- Membership is voluntary.
- Members will be selected to reflect the demographic and geographic diversity of the project area.
- Sunshine Coast Council (SCC) staff will support the CFG through the Chairperson in managing group activities and communications.

The Chairperson, Member Groups and Council Attendees are listed below:

Chairperson

- SCC Division 2 Councillor – Cr Terry Landsberg

Member Groups (1 nominated CFG representative per group)

1. Save Moffat Beachfront
2. Make Moffat Shine
3. Kabi Kabi Peoples Aboriginal Corporation
4. Caloundra Residents Association
5. Caloundra Chamber of Commerce
6. Nominated local accessibility representative
7. Windandsea Surf Club (Caloundra Chapter)
8. The Moffateers
9. Tooway Lake Bush Care Group
10. Nominated local cultural heritage representative
11. Nominated local business/retailer representative
12. Other interested individuals from the Moffat Beach community

Council Attendees

- SCC Environment and Liveability Portfolio Councillor (optional)
- SCC Manager, Design and Placemaking / Project Sponsor
- SCC Communications Officer (optional)
- SCC Place Plan Project Team Officers, Design and Placemaking Services

Other Council officers may be invited upon request of the CFG, as required.

Participant Responsibilities

Participants in the Moffat Beach CFG are expected to:

- Prepare for, attend, and actively participate in meetings.
- Maintain a strong familiarity with, and ongoing connection to, the Moffat Beach area.
- Engage respectfully and professionally in all discussions.
- Share their views while remaining open to collaborative and constructive dialogue.
- Refrain from speaking publicly or to the media on behalf of the CFG or the project without prior approval from Sunshine Coast Council (SCC).
- Not use electronic recording devices, cameras, or video equipment during meetings without the consent of both SCC and the CFG.
- Maintain confidentiality and use any materials or information provided by SCC solely for the purposes outlined in these Terms of Reference.
- Represent their respective user or stakeholder groups (where applicable) by helping to inform the broader community about the project's objectives, progress, and outcomes. Nominees for appointment to the CFG will be required to demonstrate their community involvement, identify who they will provide updates to, and explain how those updates will be communicated.

Selection Process

Invitations will be extended to identified community and business groups that represent the local Moffat Beach community. Each group will be invited to nominate one representative to participate in the Community Focus Group (CFG).

Sunshine Coast Council will review all nominations and finalise the CFG membership. The panel will seek to appoint approximately 10–12 members, aiming to include community representatives from a range of ages, backgrounds, and interests within the project area. This approach is intended to ensure diverse representation across demographics, cultures, and perspectives, promoting a balance of voices within the group.

Council reserves the right to make final decisions regarding CFG appointments to ensure a balanced and inclusive representation of the community. Additional invitations for nominations may be considered by the CFG panel on an as-needed basis and in consultation with existing CFG members.

CFG members will be kept informed throughout the project unless they request to be removed from project mailing lists.

In addition to CFG members, attendees at CFG meetings may include Sunshine Coast Council staff, the Place Plan project team, other relevant Council officers, elected officials, and independent consultants or subject matter experts, as required.

Terms of Membership

Members must commit to attending at least 75 per cent of meetings during the term of the group. If a member is unable to attend a meeting, a proxy representative may attend in their place, provided the proxy has been nominated and endorsed by Sunshine Coast Council (SCC) prior to the meeting.

A member's position will be considered vacant if they submit their resignation in writing. A position may also be declared vacant if the member:

- Fails to attend more than three consecutive meetings without providing written notice, or
- Breaches the Terms of Reference.

If a new appointment is required mid-term, SCC may seek additional nominations to fill the vacancy. Any new member must be endorsed by the Moffat Beach CFG.

The Chairperson

Cr Landsberg has been appointed as Chairperson of the Moffat Beach Community Focus Group (CFG). In this role, Cr Landsberg will facilitate meetings and ensure that all participants have the opportunity to contribute, supporting diverse and equitable representation throughout the process.

Operating Protocols

Members, as well as the project team, will be invited to nominate discussion items through the Chairperson prior to each meeting. To ensure meaningful dialogue within the available timeframe, the number of agenda items will be limited. Any items not addressed during a meeting will be carried over to subsequent meetings for further discussion.

Meeting Frequency

The frequency and timing of meetings will be determined at the first meeting of the Moffat Beach Community Focus Group (CFG). Most meetings are expected to be held on weekdays (Monday to Thursday), in the late afternoon or early evening, at a venue within the Caloundra or Moffat Beach area. Meetings are anticipated to run for up to two hours. The date of the first meeting will be **TBC**.

Project team

Sunshine Coast Council (SCC) staff will support the Chairperson in preparing meeting agendas, recording meeting notes, developing presentation materials, sending meeting invitations, and managing other administrative tasks.

Meeting dates will be set and communicated at the formation of the Community Focus Group (CFG). Panel members will be notified of any additional meetings no less than one week in advance.

The project team will:

- Provide regular updates on the progress of the project.
- Where deemed appropriate by the Chairperson, arrange for consultants to explain technical information to the Moffat Beach Community Focus Group (CFG), and, if required, invite relevant representatives, consultants, or subject matter experts to attend meetings as guests.
- Follow up on reasonable requests for additional information or further review of specific issues raised by the CFG.
- Provide a budget for associated costs required to support CFG meetings, including venue hire and catering.

All requests and proposals from the Moffat Beach Community Focus Group (CFG) will be considered by the project team. However, the project team reserves the right to decline requests or proposals that are not feasible. In all cases, the project team will report back to the CFG with a response outlining the consideration given to their input.

The project team will continue to engage with, and respond to, individual community members who contact the team directly or submit enquiries through other areas of Sunshine Coast Council (SCC). It is noted that the CFG is not intended to serve as the sole channel for community engagement.

The project team comprises SCC staff and consultants engaged by SCC and is responsible for managing and delivering day-to-day project activities. This Terms of Reference does not govern the operations or responsibilities of the project team.

Meeting Notes

Meeting notes will be recorded to document attendance and key issues raised during each meeting. Individual comments will not be attributed to specific participants, and a verbatim transcript of the meeting will not be prepared.

Draft meeting notes will be forwarded to the Chairperson for approval prior to distribution to CFG members, which will occur within seven days of the meeting.

Any requests for changes to the meeting notes must be submitted in writing to the Chairperson. These requests will be tabled for discussion at the next meeting and adopted if agreed to by the Moffat Beach CFG members.

Media Liaison

Individual members may speak to the media or share their personal views about the project on their own social media channels, provided they do so from an individual perspective. Members must not present themselves as spokespersons for Sunshine Coast Council (SCC) or the Moffat Beach Community Focus Group (CFG). Additionally, members must not make statements that reference the views or involvement of other participants or disclose any confidential or privacy-related information.

Breaches of Protocol

Should a member of the Moffat Beach Community Focus Group (CFG) fail to comply with these Terms of Reference, consistently disrupt meetings, or disrespect the rights of other members to participate, they may be asked to resign from the group.

Dissolution of the Moffat Beach CFG

If it is determined by either the members or Sunshine Coast Council (SCC) that the role of the Moffat Beach Community Focus Group (CFG) is no longer required, SCC may dissolve the group. Any request for dissolution must clearly demonstrate the reasons why the CFG is no longer necessary.

The initial term of the CFG, including member appointments, is proposed to conclude by 30 June 2026. This date may be reviewed and amended by SCC, depending on the progress and timeframe of the project.

Authority

The Moffat Beach CFG is not a formal committee, but rather an informal group comprising community, stakeholder, and business representatives. Its purpose is to facilitate the exchange of information between members and Sunshine Coast Council (SCC). The CFG is not a decision-making body.

Dispute Resolution

It is not a requirement for consensus to be reached among members on the issues discussed. Differing views will be respectfully acknowledged and taken into consideration. In the event of a dispute between the Moffat Beach Community Focus Group (CFG) and Sunshine Coast Council (SCC), the Chairperson will work to resolve the matter in consultation with SCC.

Confidentiality

From time to time, the Moffat Beach Community Focus Group (CFG) may be provided with information that is not yet public, or that has not been adopted or approved by Sunshine Coast Council (SCC). In such instances, the Chairperson will advise members of the requirement to maintain confidentiality. Members must uphold this confidentiality by refraining from taking written notes during the discussion and by not discussing or disclosing the information outside the CFG forum.

Yes, I agree to the Moffat Beach Place Plan Project Community Focus Group Terms of Reference.

Your name: _____

Your signature: _____

Date: _____

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