

Sunshine Coast Council

Moffat Beach Seawall Reconstruction 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 Seawall Reconstruction Project Community Focus Group Terms of Reference 2024-2025.](#)

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Introduction

The Moffat Beach seawall reconstruction project is a crucial initiative to protect our community parklands, paths, roads and facilities from the impacts of future climate change, while also keeping our coastline healthy and maintaining access to the beautiful beach.

The seawall has faced significant challenges, with the western section being damaged by severe weather and rainfall in 2022 and the middle section being damaged again in early 2024.

We are scheduled to begin rebuilding the western and middle sections in mid-2025 subject to design and approvals to be completed. Reconstruction work will include a new vehicle and pedestrian access ramp, new stairs, new showers, additional seating, a wider coastal pathway and associated landscaping elements.

We are committed to keeping the community informed as the project progresses.

Sunshine Coast Council (SCC) is seeking to establish a community focus group for Moffat Beach to support the initiatives from the Moffat Beach Seawall Reconstruction Project.

The Terms of Reference (TOR) for the Moffat Beach Seawall Reconstruction Project, hereby referred to as the ***Moffat Beach Community Focus Group (CFG)***, is presented in this document.

Definition

The Moffat Beach CFG is a forum coordinated by SCC that includes selected community group representatives who can provide information, insights and views to Council. The goal is to provide a two-way dialogue between the parties thereby enhancing outcomes and improving relationships for the future benefit of the Moffat Beach foreshore.

Scope extent

The Moffat Beach CFG's area of interest is bound to the extent of the below project footprint.

- Western Section - \$1.6 million from the Queensland Reconstruction Authority under a Disaster Recovery Funding Arrangement agreement (approved in May 2023) and \$150,000 from the Department of Transport and Main Roads (approved in August 2023) for the decommission and relocation of vehicle access and pedestrian ramp.
- Middle Section - \$2.85 million through Council's 2024-25 Capital works program budget (approved 20 June 2024).
- Eastern Section – note not currently funded, however comments and discussions will be used to form the values for the design and reconstruction of this section when required.
- Open space immediately behind the seawall, including surrounding parklands, coastal pathway, seating, tables, beach showers, etc.



Note: it does not include the area bound by the extent of the Moffat Beach Place Plan.

Further community engagement specific to the Place Plan will commence in late 2024, however it is intended that incorporation of the place plan would be a future focus of the CFG.

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 seawall reconstruction project.
- Engage with local community/interest/resident groups around topics related to the seawall, environment, beach, open space and community facilities and values.
- Share two-way information between the community and SCC relevant to the Moffat Beach seawall reconstruction 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 seawall reconstruction project.

- To foster positive ongoing relationships between Moffat Beach stakeholders.

Primary objectives

The primary objectives of the Moffat Beach CFG are to:

- Share local knowledge between community and stakeholders regarding Moffat Beach and the seawall reconstruction project.
- Encourage the development of collegiate and cooperative relationships between all community groups and stakeholders.
- Act as conduit to the local community to share information and generate understanding about the project within the terms of the Moffat Beach CFG.

Membership

- The Moffat Beach CFG will be facilitated by a nominated chairperson.
- Membership is voluntary.
- Members will be representative of the demographic and geographic makeup of the project area.
- SCC staff will provide support through the chairperson in managing the Moffat Beach CFG.

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 Boardriders Club
8. The Moffateers
9. Tooway Lake BushCare Group
10. Nominated local cultural heritage representative
11. Nominated local business/retailer representative

Council Attendees

- SCC Environment and Liveability Portfolio Councillor
- SCC Manager, Environmental Operations / Project Sponsor
- SCC Coastal, Lakes and Wetlands Manager, Environmental Operations
- SCC Coastal Engineer, Environmental Operations
- SCC Project Manager, Project Delivery
- SCC Communications Officer (optional)
- SCC Place Plan Project Team Officer, Design and Placemaking Services

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

Participant responsibilities

- Prepare for, attend and actively participate in the meetings.
- Have a strong familiarity and an ongoing relationship with the Moffat Beach area.
- Actively and respectfully engage in a professional and civil manner.
- Share their views but also remain committed to open and shared dialogue.
- Not speak publicly or to the media on behalf of the Moffat Beach CFG or the project without the approval of SCC.
- No electronic recording equipment, cameras or video materials are permitted at meetings without the consent of SCC and the Moffat Beach CFG.
- Maintain confidentiality and use material and information provided by SCC only for the purposes and primary objectives set out in these Terms of Reference.
- Represent each user/stakeholder group (where applicable) in helping to inform the broader community of project objectives, status and outcomes. It will be essential for participants to represent the interests of other people in the community. Nominees for appointment to the Moffat Beach CFG will be required to articulate their involvement in the community, who they will provide updates to, and how these updates will be communicated.

Selection process

Invitations will be sent to identified community/business groups that represent the local Moffat Beach community. Each identified group will be asked to nominate one representative for their group to be a member of the CFG.

Sunshine Coast Council will review the nominations for each group and finalise the membership of the CFG.

The panel will seek approximately 10-12 members consisting of community representatives from a range of ages and backgrounds within the project area, to select a diverse representation across demographics, cultures and interests promoting a diversity of voices and a balance of interests.

Council reserves the right to final decisions on appointment of members to the CFG, based on achieving a balanced approach to community representation.

Additional invitations for nominations for representatives will be considered by the CFG panel on an as needs basis and in consultation with the CFG membership.

Members will be kept up to date throughout the project, including during design and construction, unless members advise they wish to be removed from project mailing lists.

Attendees of the CFG meetings will also include the SCC seawall project team, place plan team, other relevant SCC officers, elected officials and independent consultants or subject matter experts.

Terms of membership

Members must agree to commit to attend at least 75 per cent of meetings during the term of the group. Any proxy representatives must be put forward and endorsed by SCC prior to any meeting not attended by a representative.

A member's position becomes vacant if they provide their resignation in writing. A position may also be declared vacant if the member:

- fails to attend more than three consecutive meetings without written advice.
- breaches these Terms of Reference.

If the Moffat Beach CFG requires an appointment of a new member mid-term, SCC may seek other nominations to fill this position. The Moffat Beach CFG must endorse any new positions.

The chairperson

SCC will appoint a Chairperson to the Moffat Beach CFG to facilitate the meetings and ensuring diverse and equitable representation and input from participants.

Operating protocols

Members will be invited to nominate issues for discussion, as will the project team, through the Chairperson prior to each meeting.

The number of items will be limited to allow for appropriate levels of discussion within the meeting timeframe. Agenda items not covered will be carried over to subsequent meetings.

Meeting frequency

The frequency and timing of meetings will be determined at its first meeting.

Most meetings will be held on a weekday (Monday to Thursday), late afternoon or early evening, at a venue in the Caloundra/Moffat Beach area. It is anticipated that meetings will run for up to two hours.

The date of the first meeting will be Wednesday 2 October 2024.

Project team

SCC staff will assist the Chairperson to prepare meeting agendas, meeting notes, presentation slides, send meeting invites and other administrative functions.

Meeting dates will be set and communicated at the formation of the CFG. Panel members will be notified of any additional meeting dates no less than one week prior to each meeting.

The project team will:

- Provide information on the progress of the project.
- Where deemed reasonable by the Chairperson, arrange consultant(s) to explain technical information to the Moffat Beach CFG and, if required, invite representatives / consultants / specialists to attend meetings as a guest.
- Follow-up reasonable requests for additional information and review of specific issues as requested by the Moffat Beach CFG.

All requests and proposals from the Moffat Beach CFG would be considered by the project team, whilst maintaining the right to decline, if requests and proposals are not feasible. The project team must report back to the Moffat Beach CFG on consideration of their comments.

The project team will continue to engage with, and respond to, individual community members if they contact the project team or submit enquiries to other areas of SCC. It is noted that the Moffat Beach CFG is not intended to facilitate all liaison with interested parties.

The project team consists of SCC staff and consultants engaged by SCC. It is responsible for managing and undertaking day-to-day project activities. This Terms of Reference does not govern the project team.

Meeting notes

Meeting notes will be kept of meeting attendance and any key issues raised. Comments from individuals will not be attributed to them and a verbatim record of the meeting will not be prepared.

The meeting notes will be forwarded to the Chairperson for approval, prior to distribution to members within 7 days of the meeting.

Any requested changes to the meeting record should be placed in writing and forwarded to the Chairperson to be tabled for discussion at the next meeting, and adoption if agreed to by Moffat Beach CFG members.

Media liaison

Individual members can speak to the media or share their thoughts on their personal social media channels about the project from an individual perspective, but not as a spokesperson on behalf of SCC or the Moffat Beach CFG. They must also not make statements relating to the views or involvement of others or pertaining to any confidential or privacy related information.

Breaches of protocol

Should members of the Moffat Beach CFG not comply with these Terms of Reference, continually disrupt meetings or disrespect the rights of other members to participate, the member may be asked to resign from the group.

Dissolution of the Moffat Beach CFG

If it is deemed by the members or by SCC that the role of the Moffat Beach CFG is no longer required, SCC may dissolve the group. Any request for dissolution must demonstrate why the Moffat Beach CFG is no longer required.

The life of the CFG will initially be proposed to cease, including membership appointment, by 31 December 2025. This date can be reviewed and amended by SCC depending on the construction outcomes and future eastern seawall reconstruction plans, or any other legitimate reason.

Authority

The Moffat Beach CFG is not a formal committee but rather an informal community / stakeholder / business interest group that enables the sharing of information between each member of the group and the SCC. It is not a decision-making body.

Dispute resolution

It is not a requirement that consensus be reached among members on the issues discussed. Differing views will be noted and taken into consideration. In the event of any dispute between the Moffat Beach CFG and SCC, the Chairperson will seek to resolve the issue in consultation with SCC.

Confidentiality

From time to time the Moffat Beach CFG may review information not yet in the public arena, not adopted or approved by SCC. In these instances, the independent Chairperson will advise of the requirement to maintain the confidentiality of this information. Members will be required to uphold

this confidentiality by not taking written notes of the discussion and not discussing the topic or disclosing information concerning it outside the Moffat Beach CFG forum.

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

Your name: _____

Your signature: _____

Date: _____

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