



Climate Change Strategy Development Consultative Group

Terms of Reference

| Authority and Other Information | |
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| Date of approval | Approved Council Resolution No. 17.026/19* |
| Reviewed | |
| Source of approval | Council |
| Date of commencement | 1 August 2019 |
| Source of authority | N/A |
| Legislative Reference | N/A |
| Delegations | N/A |
| Strategic Plan Reference | 1 – A Great Environment 2 – A Prosperous, Resilient Economy 3 – Capable and Productive People and Assets 4 – Community Wellbeing and Liveability |
| Date of review | The Consultative Group and its Terms of Reference are to be reviewed on an as-needs basis through the course of the development of the Climate Change Strategy |
| Department responsible for implementation | Environment and Development Services |
| Publication | A copy of the Terms of Reference be placed on Council's website and copies be made available for inspection free of charge at the Customer Service Centre |

Climate Change Strategy Development Consultative Group

Terms of Reference

1. Background

The potential benefits of a Climate Change Strategy Development Consultative Group (the “Consultative Group”) have been identified by Council staff tasked with developing the Climate Change Strategy. While the Climate Change Strategy will consider both climate change mitigation and adaptation, it is anticipated that contributions of the Consultative Group will be most valuable when considering adaptation actions. This is due to the wealth of information and advice already available on how Council can continue to reduce its contribution to greenhouse gas emissions (i.e. mitigation).

The Consultative Group is not a special committee formed under Section 24 of the *Local Government Act 1993*.

2. Definitions

In these terms of reference the following definitions apply:

"Council" means the Huon Valley Council.

"Councillor" means a current serving elected member of the Council.

"Facilitator" means the facilitator appointed by the Project Team.

"Member" means a person appointed to the Consultative Group.

"Project Brief" means the *Climate Change Strategy Project Brief* endorsed by Council.

"Project Team" means the Project Team as described in the Project Brief.

2. Purpose

The overarching purpose of the Consultative Group is to foster community awareness, input and deliberation of climate change issues and actions relevant to the Huon Valley, in line with the below objectives.

3. Objectives

The objectives of the Consultative Group are to:

- Assist in identifying how different sectors of the community are and will be affected by climate change in the Huon Valley;
- Act as a consultative and communicative link between the community and Council;
- With the provision of sufficient information, advice and guidance, consider the effectiveness and viability of actions for Council;
- Contribute to the development of the Climate Change Strategy, through non-binding recommendations.

4. Membership of the Consultative Group

The Membership of the Consultative Group will comprise of up to 10 people, all of whom shall be appointed by the Project Team. Members shall include the following:

- A Councillor;
- Up to eight Community Representatives;
- Manager Environmental Services.

Each representative will be appointed for a one year term. It is anticipated that this will see the Climate Change Strategy through its development.

5. Selection of Membership of Consultative Group

The selection process for the Members of the Consultative Group will be as follows:

- Key sectors of the community affected by climate change will be identified using available statistics and service providers;
- Potential Members, or groups containing potential Members, that represent key sectors will be identified in consultation with key sector touchpoints;
- Potential Members, or groups containing potential Members, will be approached;
- Ability to commit to a deliberation process will be considered in selecting the Members;
- Potential Members representing special interest groups or politics will be avoided;
- Suitable and willing potential Members will be identified, short listed and recommendations made to the Project Team.

6. Facilitator

The Facilitator of the Consultative Group will be appointed by the Project Team.

7. Payment of Members

The Project Team may make recommendation to Council to pay Members for their expenses associated with attending meetings, if it is deemed required in ensuring key sectors of the community are represented.

8. Meetings

The Consultative Group will meet at least four times over the development of the Climate Change Strategy, in accordance with the Project Brief. The Consultative Group at its first meeting will establish a method for determining the future meeting dates. Additional meetings to work on projects may be called as required.

All members must adhere to the Council's Culture Statement. Meetings are generally not open to the public unless otherwise agreed to by the Consultative Group. Presentations and advice to the Consultative Group from subject matter experts will be provided to assist informed deliberation.

9. Meeting Procedures

The Consultative Group will adopt a meeting process and group rules at the first meeting. A meeting agenda will be provided to the Consultative Group members at least five (5) business days in advance of the scheduled meeting date. Minutes of each meeting will be recorded including details of those in attendance and details of any decisions made.

Minutes of the meetings will be circulated to all Members within eight working days of the date of the Meeting.

10. Consultative Group Support

Secretarial Support will be provided by Council staff within the Environment and Development Services department for the operation of the Consultative Group. This will include preparation of meeting agendas, taking and provision of meeting minutes, provision of advice and reports and any other appropriate support that is necessary.

12. Quorum

The Quorum of the Consultative Group shall consist of at least half the Members or a majority of the whole number if there is an uneven number of Members present.

13. Decisions

All motions shall be determined by a majority of the votes of those Members present and entitled to vote. It is noted that the intention will be that the Consultative Group make decisions by consensus.

The Consultative Group shall make recommendations to the Project Team on matters that relate to the operation and functions of the Consultative Group within the context of the development of the Huon Valley Climate Change Strategy.

14. Review

The Consultative Group and its Terms of Reference are to be reviewed on an as-needs basis through the course of the development of the Climate Change Strategy.