

Kyogle Council

Climate Change Working Group Terms of Reference



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1 Objective

To provide advice and recommendations around climate change, management of climate risk, and progress on the implementation of identified targets relating to climate change and renewable energy in the Kyogle Local Government Area.

2 Tenure and Composition of Working Group

Three Councillors, as determined by Council resolution each year.

Up to six additional community representatives, sought from the following groups;

- Science
- Commerce and Industry
- Indigenous
- Community
- Youth

The tenure of membership will be two years for the community representatives, and members may renominate for further terms.

Relevant Council staff will be appointed by the General Manager. Council staff will be non-voting members.

A member absent from three consecutive meetings without acceptable apology will be replaced.

2.1 Selection Criteria

Expressions of Interest will be called for through the Council notices posted in the local media, Council's web site and social media.

Nominations must be received in writing before the due date nominated within the Expression of Interest.

Nominations for membership will be assessed against the following selection criteria:

- Community delegates should preferably be nominated by a community group, consortium of community groups or a peak body preferably with wide membership or representation and must reside in the Kyogle Local Government Area
- Commerce and industry delegates should preferably be nominated by a peak body or a consortium of organisations preferably with a wide membership or representation and must reside in the Kyogle Local Government Area.
- Scientific representatives must have a speciality in disciplines related to climate change and or renewable energy, with preference given to those who reside in the Kyogle Local Government Area.

Final determination for appointment to the Working Group shall be made by Council.

3 Terms of Reference

The terms of reference for the Climate Change Working Group are:

- To monitor the implementation of;
 - The Sustainable Councils and Communities Action Plan for Kyogle Council and associated targets adopted in June 2019
 - (a) That 25% of Council's electricity demand is met through on-site solar energy generation by 2025*
 - (b) That 50% of Council's electricity demand is sourced from renewables by 2025*
 - (c) That 100% of Council's electricity demand is sourced from renewables by 2030*
 - The Climate Change Adaptation Risk Assessment report adopted in August 2019.
- To provide advice in accordance to the principals of Ecologically Sustainable Development and relevant Federal, State and Local Government Policy and Legislation.
- To provide a broader advocacy role that seeks to inform and educate other parts of the community.
- To assist Council incorporate the latest knowledge of climate change impacts into planning policies and instruments.
- To foster opportunities for external funding and joint projects that align with Councils adopted strategies and targets.
- Monitor State and Federal Government climate change adaptation direction and advise Council on appropriate responses.

4 Responsibilities of Council

Council will provide secretarial support, including minute taking and professional officer support as appropriate.

Pertinent matters will be referred to the Working Group for consideration and information will be provided on actions arising from any recommendations made by the Working Group.

The Working Groups ongoing role will be reviewed annually. Council has the discretion to review the role, re-organise or disband the Working Group.

5 General Meetings

The Chairperson will be a Councillor as determined by the elected Councillors. An attending Councillor or a community representative nominated by the Working Group at the meeting will Chair in the event of the Chairperson being absent.

The Working Group will aim to meet two (2) times per year or on an as needs basis.

The Chairpersons of the Working Group will be able to call special meetings of the group as necessary for the effective conduct of the group.

A quorum of the Working Group shall be half plus one of the members with voting rights.

Replacement of members through resignation, expulsion or failure to attend meetings will be determined by the process outlined in the selection criteria.

If a member is no longer associated with their representative group they must resign from the Working Group and be replaced by the process outlined in the selection criteria.

Each member is entitled to appoint another member of their group as proxy by notice given to the Chair, no later than 24 hours before the time of the meeting to which the proxy is to be appointed.

Other interested individuals are welcome to attend meetings as observers but are recognised with the consent of the Chairperson.

The meetings of the Working Group are not required to comply with Councils Code of Meeting Practice, but the Code of Meeting Practice is recommended as a guidance for the conduct of meetings of the Working Group.

5.1 Working Group Code of Conduct

Arrive and start on time and come prepared for meetings.

Use of consensus for decision making wherever possible.

Give advice to the best of their knowledge and ability that will help achieve the objectives of the Working Group.

Accept responsibility and follow up in a timely way any tasks allocated to and accepted by members.

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 Working group

Listen respectfully and thoughtfully with no interruptions, side conversations, phone calls or disruptions.

Have fun with appropriate humour.

Share responsibility for following and enforcing the rules/code.