

Climate Change Advisory Group

Terms of Reference

August 2022

Terms of Reference

Purpose (why the group has been formed)

Eurobodalla Shire Council has developed a Climate Action Plan for 2022-32. The Plan sets targets and outlines actions for Council and the community across key areas of sustainability: Energy, Transport, Built Environment, Waste, Water, Biodiversity, Agriculture, Regional Economy, Natural Hazards, and Council Responsiveness.

The main purpose of the group is to bring advice and help Council with how it can effectively implement the Climate Action Plan – in partnership with the community. The group will also identify and advise on emerging issues and opportunities in climate change.

Objectives (what the group is to achieve)

The primary objective is to advise and assist Council and the community in the delivery of actions from the Climate Action Plan.

Group members will:

- provide a communication linkage between Council and the community
- provide specialist advice and/or specialist contacts
- advise on how to work with, and overcome, barriers to implementation
- advise and assist with advocating to the NSW and Australian Governments
- assist with funding opportunities and grant applications.

Title and delegations

The group shall be referred to as the 'Climate Change Advisory Group'.

The group:

1. cannot require Council to adopt a policy or recommendation approved by the group
2. has no power or authority, whether by delegation or otherwise to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

Composition (who is to attend)

The group shall be made up of:

- a) community members representative of groups with interest and knowledge in climate change, and individuals with high-level experience and/or expertise in climate adaptation and mitigation (potentially 12 to 15 selected by Council from nominations)
- b) two councillors
- c) the chairperson, as resolved by Council
- d) Council sustainability staff
- e) NSW Government or Australian agency representatives, as required.

Council Sustainability staff will attend to provide technical advice and guidance.

The community group representatives will be appointed for the term of the Council.

Contact officer: Council's Sustainability Supervisor.

Governance (how the meetings will work)

An agenda for each meeting will be circulated prior to each meeting, along with any relevant papers and documents.

Minutes (including details of actions) will be distributed after each meeting.

See also Council's '[Guidelines for Meeting Practice – Advisory Committees](#)'.

Variation to the Terms of Reference

The Terms of Reference may be added to, repealed, or amended by Resolution of the Council in consultation with the group.

When and where the group meets

The group is to meet four times a year: the second Thursday of the month from 2pm to 4pm – in February, May, August, November, and/or as required and determined by the Chair.

The group will usually meet in person at Council. In some circumstances (eg, if health restrictions apply), the meeting will be online via video conference.