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Limestone Coast Climate Adaptation Committee Terms of Reference		

PREAMBLE

Over the last two years, the Limestone Coast Local Government Association (LCLGA), Regional Development Australia Limestone Coast (RDALG), the South East NRM Board (SENRMBS) and the Department for Environment, Water and Natural Resources (DEWNR) have been working together with the community to develop the Limestone Coast Regional Climate Change Adaptation Plan (LCRCCAP). The Regional Adaptation Plan identifies adaptation options for the Limestone Coast to address key vulnerabilities or opportunities presented by a changing climate. The LCRCCAP identified 10 key decision areas for action for the Limestone Coast:

1. *Coastal Landscapes*
2. *Vulnerable members of the community*
3. *Water security*
4. *Irrigated agriculture, horticulture and viticulture*
5. *Marine habitats & fisheries*
6. *Natural ecosystems*
7. *Recreation, open space and public realm*
8. *Road infrastructure*
9. *Tourism*
10. *Wetlands*

A Sector Agreement was signed between the Government of South Australia (represented by the Minister for Climate Change), LCLGA, RDALC and SENRMBS at Bordertown on 11 September 2016. The Agreement will operate as a memorandum of understanding between the partners and sets out the partners' commitment and governance arrangements for implementing the actions in the LCRCCAP.

The Sector Agreement:

- States that through the endorsement of the LCRCCAP, the Minister, LCLGA, RDALC and SENRMBS commit to address the issues associated with a changing climate to ensure a resilient and prosperous future for South Australia.
- Formalises the signatories' joint aspiration to tackle climate change by focusing on adaptation actions.
- States that a Steering Committee will be established, to be called the Limestone Coast Climate Adaptation Committee (LCCAC), with representation from all signatories. This Committee will provide strategic direction for the region in tackling climate change.
- States that the LCCAC will develop a three-year action plan that will map out the priority climate adaptation actions to be taken in the Limestone Coast region over the next three years, in addition to longer-term aspirations. Progress in implementing the action plan will be reviewed annually.
- Will support the achievement of the objects of the Climate Change and Greenhouse Emissions Reduction Act 2007, and complement and support existing policies and programs, including:
 - South Australia's Climate Change Strategy 2015-2050
 - Prospering in a Changing Climate: A Climate Change Adaptation Framework for South Australia ('the Adaptation Framework')
 - Regional Development Australia Limestone Coast Regional Roadmap 2013-2016

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- Our Place, Our Future: State Natural Resources Management Plan South Australia 2012-2017; and
- South East Regional Natural Resources Management Plan 2010.

The Limestone Coast Local Government Association (LCLGA) is a regional subsidiary established pursuant to Section 43 of the Local Government Act 1999 by the constituent councils of;

- City of Mount Gambier
- District Council of Grant
- District Council of Robe
- Naracoorte Lucindale Council
- Kingston District Council
- Tatiara District Council
- Wattle Range Council

Under its Charter, the LCLGA's Objects and Purpose includes;

1. Work in association with both the LGA and the Australian Local Government Association
2. Undertake co-ordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;
3. Facilitate and co-ordinate activities of local government at a regional level related to social, environmental and community development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;
4. Develop, encourage, promote, foster and maintain consultation and co-operation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;
5. Develop further co-operation between its Constituent Councils for the benefit of the communities of its region;
6. Develop and manage policies which guide the conduct of programs and projects in its region with the objective of securing the best outcomes for the communities of the region;
7. Undertake projects and activities that benefit its region and its communities;
8. Associate, collaborate and work in conjunction with other regional local government bodies for the advancement of matters of common interest;
9. Implement programs that seek to deliver local government services on a regional basis; and

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10. To effectively liaise and work with the State and Commonwealth Governments and instrumentalities on a regional basis for the general enhancement of the region.

The signatories of the Sector Agreement agree that it will be beneficial for implementation of the LCRCCAP that the LCCAC is a formal committee of the LCLGA for the following reasons:

- the importance and key role of local government in implementing climate adaptation actions
- the cross-sector nature of the LCRCCAP and the ability of local councils to help lead cross-sectoral collaboration
- the existing LCLGA Coastal Management Committee provides an effective foundation that can be built on and the Coastal Management Committee will become a subcommittee of the LCCAC.

The Committee will be established under 6.11 of the LCLGA Charter, as a Committee for the purpose of carrying out special projects or to investigate specific areas of interest.

1. Name

The name of the Committee shall be the Limestone Coast Climate Adaptation Committee (LCCAC)

2. Membership

The membership of the Committee shall comprise;

- The Executive Officer of the Limestone Coast Local Government Association.
- The Project Manager of the Limestone Coast Local Government Association.
- 1 delegate from each of the 7 LCLGA Constituent Councils (note a member is not intended to infer an Elected Member of Council)
- A member appointed by the Regional Development Australia Limestone Coast Board
- A member of the South East Natural Resources Management Board
- 1 delegate from the Department of Environment, Water and Natural Resources Climate Change Branch
- 1 delegate from the Department of Environment, Water and Natural Resources Climate Change Branch Natural Resources SE Branch

The Presiding Member shall be elected by the Members of this Committee.

The President of the LCLGA shall be an ex-officio member of the Committee.

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3. Term of Office

- Members are appointed at the annual general meeting each year.
- A person may be removed from membership of the Committee by resolution of the LCLGA Board.

4. Administrative Support

The Executive Officer of the LCLGA shall ensure administrative support is available to the Committee.

5. Role of the Presiding Member

The Presiding Member of the Committee shall:

- Preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member to preside for that meeting or until the Presiding Member is present.
- Preserve order at meetings so that the business may be conducted in due form and with propriety.
- Upon confirmation of the minutes, sign them in the presence of the meeting.

6. Aims and Objectives

The Limestone Coast Climate Adaptation Committee (LCCAC) will:

- *Provide strategic decision making and direction towards implementing the LCRCCAP*
- *Prepare a three-year action plan to guide activities towards the areas of focus set out in the LCRCCAP and others as required, and clearly identify relevant and feasible actions and measurable outcomes.*
- *Establish criteria to measure success for reporting of progress against the Sector Agreement*
- *Provide recommendations to inform the annual business planning processes of the LCLGA, RDALC and SENRMB on initiatives that may have a budget impact*
- *Review progress of the Sector Agreement on a yearly basis and provide annual progress reports to the Minister*
- *As necessary, develop working groups or subcommittees to involve expert knowledge and involvement of other stakeholders to assist with implementation of specific objectives of the Sector Agreement or Action Plan.*

The LCCAC undertakes to:

- work in partnership to deliver initiatives for climate adaptation in the region.
- ensure briefings and advice to the Government of South Australia on local government developments and discussions relevant to the Sector Agreement.

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- provide information and advice to the Government of South Australia regarding progress and development of initiatives under this agreement, including through annual reports of progress (until 30 June 2019).

7. Calling and Timing of Meetings

- Ordinary meetings of the Committee shall be held at least four times a year at times and places determined by the committee, taking into account the availability and convenience of Members of the Committee.
- Each Member of the Committee, at the time that notice of a meeting is given, is to be supplied with a copy of any documents or reports that are to be considered at the meeting, so far as this is practicable.

8. Proceedings of Meetings

- The Meetings of the Committee shall be conducted in accordance with Sections 87- 91 of the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2013. Further, the Committee is subject to the operation of Part 2 of the Regulations.
- All members of the Committee will have equal voting rights in respect of all motions put to a Committee Meeting.
- The Presiding Member of the Committee or the Member of the Committee appointed to preside over the meeting in the absence of the Presiding Member, has a deliberative vote on any matter arising for decision at the meeting, but does not have a casting vote in the event of an equality of votes.
- No business can be transacted at a Committee meeting unless a quorum is present.
- A quorum is ascertained by dividing the total number of Members of the Committee by two, ignoring any fraction resulting from the division, and adding one.
- If at any meeting there is not a quorum present within 30 minutes after the time appointed for the commencement of the meeting, or if at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to another time and date in accordance with the provisions of the Local Government Act.

9. Members to Disclose Interest

- A Member of the Committee has an interest in a matter before the Committee if the member or a person with whom the member is closely associated would, if the matter were decided in a particular manner, receive or have a reasonable expectation of receiving a direct or indirect pecuniary or non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary or non-pecuniary detriment.
- A Member of the Committee who has an interest in a matter before the Committee of which he or she is a member must declare the interest to the Committee.

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- A disclosure made must be recorded in the minutes of the Committee.
- A Member of the Committee who has an interest in a matter before the Committee must not :-
 - i. Propose or second a motion relating to the matter
 - ii. Take part in discussion by the Committee relating to that matter.
 - iii. While such discussion is taking place, be in, or in the close vicinity of the room in which the matter is being discussed.
 - iv. Vote in relation to the matter.
- A Member of the Committee who has disclosed an interest in a matter may, by permission of the Committee, attend during proceedings of the Committee on the relevant matter in order to ask or answer questions, provided that the meeting is open to the public, the Member withdraws from the room after asking or answering the questions, and the Member does not in any other way take part in any debate or vote on the matter.

10. Reporting to LCLGA Board

The Committee Minutes will be provided to the LCLGA for endorsement and/or consideration of recommendations of the Committee.

11. Financial Responsibility

- The LCLGA will host the LCCAC, providing executive and administrative support for the Committee.
- The Committee has no authority to expend funds unless approved by the LCLGA, Board In consultation with all funding partners
- The Committee shall each year consider the financial requirements and submit this request to the LCLGA, RDALC and SENRM Boards and DEWNR for consideration.
- All parties will commit to covering their representatives' time, travel and accommodation costs associated with attendance at LCCAC meetings.

12. Delegation of Powers

The Board pursuant to Section 44 (2)(a) of the Local Government Act, 1999, delegates to the Committee, for the purpose of achieving its aims and objectives, and subject always to the provisions of the Local Government Act, the following powers:-

- To establish Sub-Committees for specific purposes. Each Sub-Committee must have at least one Member of the Committee as part of its membership.

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13. Dissolution

The committee may be dissolved at the completion of the project/purpose or at the discretion of the LCLGA Board in consultation with the RDALC, SENRMB and DEWNR.

14. Liability of Members

In accordance with Section 41(12) and (13) of the Local Government Act 1999, no civil liability attaches to a member of a committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or committee's powers, functions or duties. Further, a liability that would, but for this clause attach to a member of a committee attaches instead to the Association.

15. Alteration of Terms of Reference

The Committee may recommend amendments to the Terms of Reference at any time for consideration of the funding partners.