

Climate Resilience Technical Committee

Terms Of Reference

Effective as of 1 July 2023 to 1 September 2024

PURPOSE

To manage climate risks and develop opportunities for Far North Queensland's climate-resilient future by;

- Sharing learnings and collaborating to develop and implement projects focusing on climate mitigation, transition, and adaptation that deliver social, environmental, and economic benefits.
- Seeking to improve members' individual and collective capacity to respond to climate change.
- Committing to genuinely addressing climate transition and adaptation risks and reducing greenhouse gas emissions.
- Developing a regional community of practice for climate resilience that encourages awareness and action, drawing on collaboration with diverse stakeholders and regionally applicable research.
- Developing fit-for-purpose synergies for climate-related strategies across local government organisations, improving governance, and embedding climate considerations in other relevant regional strategic directions.
- Advocating for the transition to a diverse, low carbon economy, leading by example and enabling business and industry development to position the region as a 'Smart Green Capital'.

SCOPE

Focusing on climate mitigation, transition, and adaptation, the Climate Resilience Technical Committee (CRTC) will:

- Operate under the [FNQROC Operational Guidelines](#)
- Report on actions from the Rivers to Reef Climate Resilient Alliance Action Plan
- Expand Rivers to Reef Climate Resilient Action Plan to all members of FNQROC wishing to participate.
- Implement and report on the Queensland Reconstruction Agency (QRA) Local Action Plans
- Share learnings to inform the development of regional climate-related plans including the Regional Drought Resilience Plan (RDRP) for Gulf Hinterland and Wet Tropics.
- Collaborate and share resources to implement mutually beneficial climate mitigation, transition, and adaptation projects.
- Instigate and/or participate in research on climate-related opportunities, risks, and impacts in the region.
- Grow the region's profile for climate initiatives and represent member interests to relevant stakeholders.
- Raise climate issues through the FNQROC board for further action.
- Develop action plans that are local government-focused, flexible, and fit for purpose.

MEMBERS

Membership is available to any FNQROC member Council.

- Cairns Regional Council
- Cassowary Coast Regional Council
- Cook Shire Council
- Croydon Shire Council
- Douglas Shire Council
- Etheridge Shire Council
- Hinchinbrook Shire Council
- Hope Vale Aboriginal Shire Council
- Mareeba Shire Council
- Tablelands Regional Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

It operates under the auspice and facilitation of FNQROC.

ADVISORY MEMBERS

Advisory membership is available to all organisations outside of the FNQROC member Council and contributes to the CRTC through collaboration and sharing of learnings and advice that assist the CRTC members to achieve goals as outlined in the Scope.

- The Bureau of Meteorology (BOM)
- The Cairns and Far North Environment Centre (CAFNEC)
- Cape York Natural Resource Management (Cape York NRM)
- Gulf Savannah Natural Resource Management (Gulf Savannah NRM)
- Local Government Association of Queensland (LGAQ)
- National Emergency Management Agency (NEMA)
- Queensland Reconstruction Agency (QRA)
- Terrain Natural Resource Management (Terrain NRM)
- Wet Tropics Management Authority (WTMA)

GUEST MEMBERS

By request to FNQROC or invitation from the CRTC, local government officers not members of FNQROC are welcome to attend technical committee meetings for the purpose of participating in sharing information about programs and projects to ensure timely awareness of emerging issues and opportunities.

RESPONSIBILITIES OF REPRESENTATIVES

To ensure the benefits are received by all, member of the Committee are encouraged to nominate an appropriately authorised representative to:

- Participate in meetings either face to face, via phone or video conferencing;
- Provide or advise agenda items for meetings;
- Complete tasks and actions identified within any minutes; and

- Be the point of contact for their council, organisation, or department and
- Disseminate information within their networks as required.

ROLE OF FNQROC

FNQROC will:

- Coordinate an agenda and invite relevant presenters;
- Document recommendations to be put before the FNQROC Board and include in the next FNQROC Board agenda;
- Document the progress of Action as appropriate for inclusion in the next FNQROC Board Agenda;
- Maintain a centralised contact list of relevant staff under this portfolio;
- Provide periodic updates on key events and projects and disseminate relevant communications to the contact list.
- Provide minutes of the proceedings of the Committee and disseminate relevant communications as required.

ATTENDANCE AND QUORUM

It is acknowledged that:

- Council/organisation resources may limit opportunities for attendance at meetings.
- Attendance is voluntary and could be any number of councils with an interest in the agenda.

Councillors with relevant portfolios are most welcome but it is not an expectation that each member council will provide this level of representation.

Where the FNQROC Board has directed the committee, a quorum is required.

There are twelve member Councils. The Western Council Forum is made of two Councils and there are a further three smaller Councils who rarely attend meetings due to a lack of resources. To achieve a Quorum four out of the remaining seven Councils are required. Consensus amongst advisory members will also be sought as a matter of principle.

FACILITATION AND MEETINGS

Meetings will be facilitated by FNQROC.

- Unless there is direction from the FNQROC Board, meetings are to be held up to four times a year.
- An agenda will be provided two weeks prior to a meeting.
- The location and duration of the meeting will be dependent on the agenda.
- Meetings can be via face-to-face, conference call, or video conferencing to ensure options for participation.

COMMITTEE RECOMMENDATIONS

Any recommendations from the committee for the FNQROC Board will be documented and included in the next FNQROC Board agenda for consideration.

REPORTING

An annual one-page summary from the committee will be provided for inclusion within the FNQROC Annual Report.

DISPUTE RESOLUTION

Where a dispute cannot be resolved at the committee, it is to be escalated to the FNQROC Executive Officer. If it cannot be resolved by the FNQROC Executive Officer, it will be escalated to the FNQROC Board.