



SUSTAINABILITY AND CLIMATE CHANGE ADVISORY COMMITTEE TERMS OF REFERENCE

1. Role

- To provide comments and feedback on the implementation of Council's Operations Climate Change Action Plan, including projects and work associated with achieving Council's emission reduction targets.
- To provide comments and feedback on Council's Net Zero Pathway Plan.
- To provide comments and feedback on Council's Community Climate Change Action Plan and suggest ways to improve community engagement with the plan.
- To provide comment and feedback during the annual review of the above three plans.
- To provide comment and feedback relating to Council's internal strategies relating to climate change, environment and sustainability, as referred to the Committee in accordance with the work program.
- To bring issues relating to any of the above plans, strategies or policies to the Committee through placement on the agenda for discussion or advice through "Members Reports".

2. Membership

Voting Members: Six community representatives (who may be individuals or representatives of community groups).

Elected Officials: Up to two Councillors, one of whom shall be the Chair.

The community representatives will be appointed by calling for expressions of interest through the local media.

Selection will generally be based on the following criteria:

- Whether they are residents of the Queanbeyan-Palerang Regional Council area.
- A demonstrated interest and expertise in environmental issues with a particular interest in climate change action and mitigation.
- Community contacts and participation.
- Personal interest in the local government area's environmental issues.

Eligible nominees will be assessed by Council Officers and the Committee, and a recommendation made to Council about proposed appointment to the Committee.

Committee members are to serve for a maximum period of two years, after which time they can apply to renominate.

Endorsed by Council 18 December 2024 – Resolution No 565/24

Should the Chair or additional Councillor not be available, the Director Development and Environment will chair the meeting.

Non-Voting Attendees: Officers of Council to include: Director Development and Environment; Manager Environment and Compliance; Administration Officer; other officers where the agenda items relate to work area; invited guests as notified, and others as necessary.

3. Meetings and Minutes

The Committee will meet at least every two months on the third Wednesday of the month from 4.00-5.30pm, or at other times as required. Meeting venue will be Queanbeyan with remote attendance (e.g. via MS Teams) facilitated where required.

Proponents of agenda items are to supply documentation to the administration officer at least 10 working days before the meeting. The agenda will be circulated no later than Friday before the meeting to enable Committee members to give consideration beforehand.

Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

4. Quorum

A quorum shall consist of four voting members whose positions are filled at the time of the meeting.

5. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound by all Council Policies as members of the Committee are considered volunteers of Council.