



## Resilient Hills & Coasts Steering Committee

### TERMS OF REFERENCE

ENDORSED – 8 April 2022

#### 1. Role of the Steering Committee

Resilient Hills & Coasts is a regional, cross-sectoral partnership aiming to strengthen the climate resilience of our communities, economies and natural and built environments.

Resilient Hills & Coasts undertakes advocacy and action to embed climate resilience in everyday decision-making. Partners work together through the Steering Committee to implement priorities in our regional Climate Change Adaptation Plan, which was developed in consultation with our communities and adopted by partners in December 2016.

#### 2. Purpose of the Steering Committee

- Maintain oversight of the Resilient Hills & Coasts partnership
- Oversee the development, implementation, review and update (as required) of the regional climate change adaptation plan and regional action plan
- Prioritise opportunities to implement the Climate Change Adaptation Plan at a regional scale
- Support partners in developing and implementing local climate action plans and policies
- Ensure commitments under the Regional Climate Change Sector Agreement, relevant grant agreements, and any similar partnership documents are met
- Provide a forum for networking, support and knowledge exchange
- Monitor emerging issues, trends and policy developments and advise partners accordingly
- Identify, scope and progress initiatives to strengthen climate resilience in our region
- Identify and pursue opportunities for funding those initiatives, including through partners and external funding bodies
- Advocate to relevant stakeholders on Resilient Hills & Coasts priorities.

#### 3. Region of interest

The area covered by the Southern & Hills LGA, including the local government areas of Adelaide Hills, Alexandrina, Kangaroo Island, Mount Barker, Victor Harbor and Yankalilla.

#### 4. Membership

Members are representatives of all signatory partners to the Regional Climate Change Sector Agreement (signed in April 2021): Adelaide Hills Council, Alexandrina Council, Kangaroo Island Council, Mount Barker District Council, City of Victor Harbor, District Council of Yankalilla, Hills and Fleurieu Landscape Board, Kangaroo Island Landscape Board, Southern & Hills LGA, Regional Development Australia (Adelaide Hills, Fleurieu and Kangaroo Island), and the Department for Environment and Water (DEW).

Under the Regional Climate Change Sector Agreement, partners are required to nominate at least one representative to the Steering Committee. Partner organisations can make their own decisions about their nominated representative and term of office.

The Steering Committee may include limited-term or ongoing guest members representing other organisations and state government agencies, as agreed by the Steering Committee.

## **5. Roles and responsibilities of members**

Members are expected to deliver roles and responsibilities in line with those specified in the sector agreement. This includes participating in Steering Committee activities, including to:

- Attend and contribute to meetings, or send a proxy
- Prepare for meetings and follow through on agreed actions
- Member councils will host meetings on a rotating basis, including providing a venue and catering
- Represent their organisation and the region honestly and fairly, while managing any conflicts
- Treat other members with courtesy and respect, and maintain confidentiality
- Facilitate and/or support any proposals for operational and project funding from their nominating organisation, where relevant and appropriate
- Provide an update on their organisation's climate change activities where relevant, and their progress on Resilient Hills & Coasts and other aligned initiatives
- Report regularly to their organisation on Resilient Hills & Coasts initiatives and priorities.

## **6. Chair**

The Chair will be appointed at the end of each financial year for commencement the following financial year. In the absence of the Chair, the Steering Committee will appoint a member present to chair the meeting.

## **7. Regional Coordinator**

The Resilient Hills & Coasts Steering Committee may appoint a Regional Coordinator who will operate under the broad direction of the Steering Committee to manage its operational needs, such as reporting, communications, budgeting, scheduling, stakeholder relations, funding applications, advocacy, project management, and executive support.

## **8. Executive support**

In the absence of a Regional Coordinator, executive support will be provided by the Executive Officer of the Southern & Hills LGA, and will include issuing notice of meetings, keeping records of meetings and providing other support for the operations of the Steering Committee.

## **9. Working parties**

The Steering Committee may appoint working parties as required, and will generally do so for the purpose of managing Resilient Hills & Coasts projects. Working parties report progress and significant decisions to each Resilient Hills & Coasts meeting.

## **10. Meetings**

Frequency of meetings will be bi-monthly, unless varied on an as-needs basis by the Steering Committee. Meeting venue and catering will be provided by member Councils on a rotating basis.

## **11. Decision-making**

Decision-making is achieved via consensus of the Steering Committee. Members can abstain from decisions where necessary.

Input from and decision-making by members does not reflect formal consideration by any member organisation.

## **12. Regional Climate Change Sector Agreement**

The Steering Committee was established under the Resilient Hills & Coasts Regional Climate Change Sector Agreement, signed 7 June 2017 pursuant to *the Climate Change and Greenhouse Emissions Reduction Act 2007*. The Sector Agreement was [renewed](#) in April 2021 until 30 June 2025.

## **13. Finances**

The Steering Committee does not operate its own bank account. Funding approved for Resilient Hills & Coasts operations and projects is managed by the Southern & Hills LGA, or a member council.

Partners are asked to contribute funding towards the partnership's operational expenses (membership is not contingent on funding). Operational expenses may include engagement of a Coordinator, general administration costs, and small projects, particularly those related to the partnership's governance (such as strategic planning and evaluation). Once a partner's contribution has been approved by the partner organisation, the contributed funds are dedicated for RH&C purposes, and expenditure is at the discretion of the Steering Committee.

Pursuing and leveraging external project funding opportunities is a priority. Partner funding contributions for each initiative are subject to negotiation. The Southern & Hills LGA funding contribution formula may be used to determine the funding split for certain projects.

The Steering Committee does not make decisions that commit partners to expenditure beyond the delegated limits of their nominated representatives. Any additional funding commitment is subject to standard procedures within each partner organisation, which may include Long-Term Financial Planning, annual business planning, budget bids and grant agreements.

## **14. Reporting and evaluation**

- Members report regularly to their nominating organisation.
- The Steering Committee reports regularly to the board of the Southern & Hills LGA through its Executive Officer, including income and expenditure.
- The Steering Committee reports annually to the signatories of the Regional Sector Agreement.
- The Steering Committee reports to any funding bodies as required in approved funding agreements.
- The Steering Committee evaluates its progress biennially, and uses this evaluation to inform regional action planning, adaptation planning and agreements.

## **15. Revising these Terms of Reference**

The Steering Committee is responsible for setting these Terms of Reference, and may adjust them by agreement at any time.