

Coastal Council Adaptation Taskforce (C-CAT) Terms of Reference Updated May 2020

Purpose of C-CAT	To collectively improve the capacity to adapt to coastal climate change challenges through an alliance of Queensland coastal local governments.
Objectives of C-CAT	<ol style="list-style-type: none"> 1. Improve the individual and collective capacity of Queensland coastal local governments to adapt to coastal climate change challenges through: <ol style="list-style-type: none"> a. the sharing of information and experiences relevant to coastal climate change adaptation including: <ol style="list-style-type: none"> i. the use and application of common statutory and non-statutory instruments; ii. innovative and purpose-built tools, approaches, and policies specifically tailored by local governments to coastal climate change adaptation challenges; and iii. local, national, and international 'best practice' examples obtained from research and environmental scanning. b. the identification of common training and professional development needs that will assist Queensland coastal local government to understand and respond to the challenges of coastal climate change adaptation. 2. Identify, prioritise, and initiate collaborative research into common coastal climate change adaptation challenges. 3. Identify, prioritise, and initiate in collaboration with key partner organisations, projects that will assist in delivering a common approach to coastal climate change adaptation. 4. Engage relevant State and Federal Government agencies on policies, programs, and initiatives related to coastal climate change adaptation. 5. Provide advice to the LGAQ on policies, programs, and initiatives related to coastal climate change adaptation.
Guiding Principles	<p>Any actions, initiatives, or policy positions generated by the C-CAT will:</p> <ol style="list-style-type: none"> 1. Be local government focused, flexible and fit for purpose; 2. Espouse local government's long-term sustainability; and 3. Embrace a genuine commitment to improve the capacity of local government to adapt to coastal climate change.
C-CAT Membership and Structure	<p>The C-CAT is a local government member-based group.</p> <p>Membership is voluntary and limited to the Queensland coastal and island Councils, any landward Councils that will experience the impacts of sea level rise and storm surge, and the LGAQ. Membership is by two yearly subscription aligned to the local government election cycle.</p> <p>Two yearly subscription fees are set by the Executive. Each council's contribution is calculated using the LGAQ's membership subscription formula.</p> <p>The C-CAT structure is comprised of:</p> <ul style="list-style-type: none"> - the C-CAT Executive Committee (Executive); - the C-CAT Secretariat (Secretariat); and - any necessary C-CAT Sub-committees (Sub-committees).

<p>Role and Responsibilities of the C-CAT Council Members</p>	<p>The C-CAT Council Members will:</p> <ul style="list-style-type: none"> - nominate an elected and staff representatives to form the Executive; - make available council representatives to form Sub-committees; and - endorse the objectives and initiatives of the C-CAT.
<p>Role and Responsibilities of the Executive</p>	<p>The Executive's role is to:</p> <ul style="list-style-type: none"> - undertake overarching direction setting and project decision making on behalf of the C-CAT Council Members. - oversee the realisation of the C-CAT Purpose and Objectives; - oversee the implementation of the C-CAT Action Plan; - provide direction to the Secretariat; - raise awareness of the C-CAT, its initiatives and activities to other State and National organisations; and - seek assistance and invite participation from academic institutions, State and Federal Government agencies, consultants, relevant industry stakeholders and non-government organisations. <p>The Executive is responsible for:</p> <ul style="list-style-type: none"> - circulating all relevant information and/or agenda items through the Secretariat; - establishing Sub-committees to undertake specific tasks or projects; - maintaining strong communication flows to and from the C-CAT Council Members; and - making judgements and decisions within the parameters identified by the C-CAT Action Plan.
<p>Membership, Representation, and Selection of the Executive</p>	<p>The Executive will be comprised of:</p> <ul style="list-style-type: none"> - One (1) elected voting member and one (1) non-voting technical officer (unless appointed as proxy) from each of the C-CAT Council Members; - one (1) representative from the LGAQ. <p>Nominations for the Executive will be requested from the C-CAT Council Members eight (8) weeks prior to the scheduled vote.</p> <p>Selection of the Executive will be achieved through a postal (including email) vote by the C-CAT Council Members prior to the first meeting of a new two year term.</p> <p>Representatives on the Executive will be nominated to participate for a two (2) year term.</p> <p>Councils joining the C-CAT in the middle of a two year term must wait for the commencement of the new two year term to nominate a representative for the Executive.</p>
<p>Role and responsibilities of the LGAQ</p>	<p>The LGAQ will:</p> <ul style="list-style-type: none"> - hold the C-CAT membership subscription fees on behalf of the C-CAT; - make funds available upon invoice from the C-CAT Secretariat; - make available LGAQ representation for formed Sub-committees; and - provide the services of a Portfolio Lead as agreed through the adoption of an Annual Action Plan (Action Plan).
<p>Role and responsibilities of the Secretariat</p>	<p>The Secretariat is responsible for:</p> <ul style="list-style-type: none"> - providing administrative support to the Executive;

	<ul style="list-style-type: none"> - coordination of all C-CAT related meetings, preparation of agendas, and preparation and distribution of minutes; - facilitating and maintaining the focus of the Executive meetings; - using discretion on the attendance by non-members or observers at meetings. - the day to day implementation activities required in relation to the Action Plan including: <ul style="list-style-type: none"> a. liaison with industry, associations, and research institutions; b. assisting the LGAQ with strategic policy development and promotion; c. acting as a conduit for accessing and delivering grants and other funding and investment opportunities; d. performing the functions associated with the procurement of consultants and expert panels; e. managing financial activity, reporting and acquittals; f. sourcing up-to-date information from relevant organisations such as Federal and State Government agencies, other local governments, academic and research institutions, relevant industry, consultants, and non-government organisations.
<p>Role of Sub-committees</p>	<p>The Executive may establish Sub-committees for the purpose of working on a particular project or task.</p> <p>A Sub-committee may consist of individuals or groups outside the C-CAT membership, but must include a minimum of two C-CAT Council members and a representative of the LGAQ to ensure appropriate facilitation of information.</p> <p>Any Sub-committee formed is required to report back to the Executive according to agreed project reporting schedules through the Secretariat.</p>
<p>Meetings</p>	<p>Meetings will generally be in Brisbane. One meeting will be coordinated with the LGAQ Annual Conference in October.</p> <p>The frequency of meetings will be set by the Executive, but will be no less than quarterly. Meetings will be scheduled at the end of each preceding meeting.</p> <p>Reminder notice of meetings will be in writing and provided two weeks in advance.</p> <p>Other meetings will be scheduled according to identified need. Workshops to address specific issues may also be scheduled.</p>
<p>Agendas and Minutes</p>	<p>Agendas will be prepared by the Secretariat and provided to the Executive no later than ten (10) business days prior to a scheduled meeting date.</p> <p>A record of all meetings will be prepared by the Secretariat and provided to the Executive no later than five (5) business days post a scheduled meeting.</p>
<p>Voting</p>	<p>Decisions will be made by the Executive through consensus and when represented by a quorum.</p> <p>If, after applying a consensus process the Executive cannot reach a decision and voting is required, each C-CAT Council Member represented on the Executive has one vote.</p> <p>If consensus cannot be reached, a decision supported by a majority of votes is the Executive's decision.</p>
<p>Quorum</p>	<p>A quorum for the Executive is greater than 50% of C-CAT Council Member representatives/proxies.</p>

<p>Code of Conduct</p>	<p>The Executive representatives and proxies must:</p> <ul style="list-style-type: none"> - Act in good faith; - Act with impartiality and integrity; and - Ensure that the work of the C-CAT is not compromised or affected by any conflicts of interest.
<p>Proxies</p>	<p>In the absence of an Executive representative, a nominated proxy from the applicable council may act on behalf of and have all the functions of the representative.</p> <p>A proxy will not substitute for the Executive representative for more than half the meetings held in a 12 month period without the agreement of the Executive.</p>
<p>Spokesperson and Deputy Spokesperson</p>	<p>At the first meeting of the Executive in a new two year term, one representative will be elected as the Spokesperson and one representative will be elected as the Deputy Spokesperson.</p> <p>The Spokesperson will act as the official spokesperson of the C-CAT.</p> <p>If the Spokesperson is absent, the Deputy Spokesperson will assume the responsibilities of the Spokesperson.</p>
<p>Responsibilities of the Spokesperson</p>	<p>The Spokesperson is responsible for:</p> <ul style="list-style-type: none"> - guiding the Executive to fulfil its role; - providing leadership within the Executive; - creating a cooperative working relationship within the Executive and between the Executive and external stakeholders; - representing the Executive and C-CAT in dealings with the public, media and other external stakeholders; - assisting with maintaining the focus of the Executive meetings;
<p>Vacancies</p>	<p>If the office of a nominated Executive representative becomes vacant, the Executive will invite member councils without a representative on the Executive (including the vacating representative's council) to nominate a representative.</p> <p>Nominees must be received eight (8) weeks prior to the scheduled vote.</p> <p>The new Executive representative will be selected through a postal (including email) vote by the C-CAT Council Members</p>
<p>Conflict of Interest</p>	<p>If conflict of interest cannot be avoided it must be declared.</p>
<p>Confidentiality</p>	<p>All individuals associated with the C-CAT will treat information as strictly confidential when requested by the Executive, Secretariat, LGAQ, or C-CAT Council Members.</p>
<p>Guests</p>	<p>From time to time the Executive or a Sub-committee may wish to consult with representatives of organisations, groups or professionals that are not members of the C-CAT. Obligations of observers and guests are to:</p> <ul style="list-style-type: none"> - attend with the Spokesperson or Secretariat's prior arrangement; - make presentations or comments only at the Spokesperson's invitation; and - observe all confidentiality.
<p>Review of these Terms of Reference</p>	<p>Any C-CAT Council Member or Executive representative may request a review or suggest an amendment to these Terms of Reference during general business of a scheduled meeting.</p>