

REGIONAL CLIMATE ADAPTATION GROUP (RCAG)
for the
DEVELOPMENT OF THE REGIONAL CLIMATE ADAPTATION STRATEGY (RCAS)

TERMS OF REFERENCE

1. Classification	Multiple Stakeholder Reference/Advisory Group
2. Vision	A region that understands the need to adapt to climate change.
3. Delegation	Nil: Advisory and Guidance only at this stage. This may change as the group evolves.
4. Scope	<p>The function and responsibility of the RCAG:</p> <ol style="list-style-type: none"> i. Engage others in your organisation, networks and community to ensure a community-led approach to adaptation planning in the Grampians region; ii. Provide technical advice or knowledge based on your area of expertise; iii. Work collaboratively with the other members of the RCAG to recommend what goes in the Grampians Regional Climate Adaptation Strategy by 30 April 2020 and test this before finalising by 30 September 2020; iv. Work collaboratively with the other members of the RCAG to prepare annual adaptation action plans; v. Dedicate around one day per month of your time for meetings, meeting pre-reading and engagement with stakeholders.
5. Membership	<p>Ideally members will represent the following stakeholder groups:</p> <ul style="list-style-type: none"> • Agriculture/Primary Production • Biodiversity • Business/Economic/Industry • Community • Education and Training • Emergency Management • Health and Human Services • Infrastructure – Built Environment (including housing) • Local Government • Sustainability • Tourism • Traditional Owners • Transport • Water • Youth
6. Chairperson	<p>A member may nominate to Chair the group. Until this occurs DELWP Community Partnerships Program Managers to Chair meetings:</p> <p>Geoff Miller – Wimmera Geoff.L.Miller@delwp.vic.gov.au Tim Hudspith – Central Highlands Timothy.Hudspith@delwp.vic.gov.au</p>
7. Meeting frequency	An estimate of half a day every 6 to 8 weeks to undertake and complete project milestones. To be agreed by the group once the group is established.
8. Time Commitment	Approximately one day per month for meetings until Oct 2020. Preparation for meetings and time engaging with networks.

9. Timeline for involvement	Initially until October 2020. This date corresponds with the timeframe for the development of the five-year Regional Climate Adaptation Strategy. Annual Action Plans will occur each year of the five-year period. Membership may change over this time.
10. Vacating a position	An RCAG member may vacate their position in writing to the Chair. An EOI nomination process will be undertaken to fill the vacancy.
11. Accountability of committee and committee members	Working group members are accountable to their respective agencies, organisations, and to the agreed collaborative approach.
12. Project Control Group	The Project Control Group (PCG) consists of DELWP staff. The role of the PCG is to: <ul style="list-style-type: none"> i. Ensure the objectives of the Supporting Our Regions to Adapt program are met through a community-led approach to regional climate change adaptation planning; ii. Report periodically to DELWP Climate Change Division on progress; iii. Monitor the project budget and ensure any procurement is in line with Victorian Government policies and procedures; iv. Resolve issues unable to be resolved by the RCAG.
13. Next review date of Terms of Reference	Inception Meeting for the RCAG
14. Sitting Fees	Sitting fees may be provided for community members subject to negotiation by both parties