



25% by 2020 Task Force Draft Terms of Reference 2016

1. Background and Context Setting

The Surf Coast Shire 25% by 2020 Task Force will work in partnership with Council, the community and industry leaders to fulfil its role in achieving the State Government's proposed renewable energy target of at least 25% by 2020 - for our municipality.

Council is committed to pursuing renewable energy opportunities for Surf Coast Shire. The Council Plan 2013 – 2017 includes a specific objective to pursue alternative energies in partnership with the community, with targeted strategies to:

- investigate the viability (practicality, efficiency, effectiveness) of alternative sources of sustainable power across council owned buildings; and
- support community programs that aim to make solar power accessible and cost effective for residents and business.

Renewable energy has also been identified as a key focus area for Council's new Environmental Leadership Program. Establishment of a 25% by 2020 Task Force is a key action for this Program.

The Surf Coast Shire's economy, worth \$1 billion annually, is dominated by niche sectors such as surfing and nature based tourism. The Shire's clean, natural landscape of internationally recognised natural assets are a critical factor in attracting approximately 2 million visitors annually who expend over \$510 million visiting Surf Coast Shire.

As a result of strong population growth, Surf Coast Shire has identified the need to create over 3,000 additional jobs by 2031. The new energy sector can play an important role in future jobs and provide an energy mix that compliments and is consistent with jobs generated through the surf, tourism and rural hinterland sectors.

Surf Coast Shire has passionate, committed and highly competent community groups currently working closely with Council on various renewable energy projects. Council and the community are seeking a sustainable energy mix for the Shire that fosters and supports community renewable energy.

Climate change is a serious concern for Council and our community that is already impacting our Shire including increased risks of bushfire, droughts, storms and other extreme weather. Making a transition from fossil fuel to renewable energy systems is an essential strategy for all communities globally in order to avoid the extreme impacts of dangerous global warming levels.

2. Statement of Intent

To provide direction and leadership for the municipality, that assists the achievement of the State Government target of a least 25% renewable energy by 2020.

3. Why do we need a Task Force?

A Task Force is being established to:

- Value the strengths of others who work in this area
- Work in partnership with nominated experts and interested community members
- Encourage community advocacy of renewable energy projects

4. Objectives

Objectives will be developed by the Task Force. Draft examples include:

To work in partnership with Council, community and industry:

- To develop an action plan for the municipality of the Surf Coast Shire to enable it to meet or exceed the state government's proposed target of a least 25% renewable energy by 2020.
- On best practice to promote and support community owned renewable energy within the Surf Coast Shire municipality;
- On strategic opportunities to attract renewable energy investment and jobs in Surf Coast Shire;
- In attracting and building local expertise in renewable energy technology; and
- To enhance energy efficiency in the local community.

5. Membership

The Task Force will be appointed by Council and will be comprised of people from the following sectors:

(Total 10-14 Members)

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|--------------------------------|-----------|
| - Independent Chair | 1 Member |
| - Industry experts | 5 Members |
| - Community Interest Groups | 2 Members |
| - Individual Community Members | 3 Members |
| - Councillors | 3 Members |

Collectively, the following attributes of the task force will include:

- Skills and knowledge of renewable energy relevant to the Surf Coast Shire
- Ability to develop action plans to achieve agreed objectives/ targets
- Ability to think strategically
- Ability to communicate effectively and engage constructively in the discussions
- Ability to understand and interpret information.
- Capacity to respect confidentiality on matters that may be raised as part of the Task Force's work
- Ability to comply with all media protocols including the need to direct all media enquiries to the Mayor, Surf Coast Shire Council for a Council response
- Availability to attend at least 5 sessions

Each task force member, irrespective of interest and expertise, will:

- Have knowledge of renewable energy and current issues.
- An ability to work constructively in a group.
- An ability to commit to an 18 month process and not rely on a proxy representation.
- Commit to the terms of reference and confidentiality (Council will provide confidentiality guidance at task force meetings).

Independent chair

An independent chair will be appointed by Council prior to the commencement of the Task Force.

Industry Experts and Community Interest Groups - 6 Members

Members will be appointed as representatives of groups or organisations.

Industry experts will include organisations with expertise in renewable energy

Individual Community Members – 2 Members

Members will be appointed through an Expression of Interest process

6. Meeting Procedure

- Meetings will be held bimonthly (no more than six meetings per year will be convened)
- The meetings will be chaired by the Independent Chair.
- Council staff record key actions and decisions.
- The meeting agenda will address matters relating to the role and objectives of the Task Force.
- If any member misses more than three meetings, they will no longer be considered as part of the Task Force
- No proxy can attend the meeting on behalf of a Task Force member
- The Group will provide regular progress reports to Council via the officer secretariat and/or the Chair.

7. Secretariat

Council officers will support the Task Force in the development of materials and documents as required.

8. Council Commitment

Council will:

- Commit resources to the support the Task Force and the project through both officer and funding requirements.
- Champion the Task Force
- Provide guidance to the Task Force when needed.
- Manage all media enquiries about the Renewable energy Task Force

9. Term of Task Force and Appointment

The Task Force will be appointed by Council for a period of up to 18 months, which can be extended at Council's discretion and with agreement of the Task Force. The term of appointment for the Task Force members will be until December 2017 unless otherwise determined by Council.

The Task Force will report quarterly to Council on its activities.

10. Remuneration

The Independent Chair will be offered an honorarium in acknowledgement of the responsibilities involved in assisting with preparation of the agenda, finalisation of the minutes and possibly communicating the activities of the Task Force among the local community.