



Maribyrnong Climate Emergency Advisory Committee

Terms of Reference

Name:	Climate Emergency Advisory Committee (CEAC) Terms of Reference
Approved by:	Council
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1. Purpose

The purpose of the Climate Emergency Advisory Committee is to provide guidance and support to Council on issues and barriers that affect Council's and the community's response to achieving the goals and objectives of the Maribyrnong City Council's Climate Emergency Strategy.

2. Objectives

The objectives of the Climate Emergency Advisory Committee are to:

- Support Council to deliver the goal and objectives of the Climate Emergency Strategy.
- Provide advice to Council departments during policy or project development that relate to the climate emergency, the Climate Emergency Strategy or Climate Emergency Action Plan.
- Provide advice to support Council working with our community to take action on the climate emergency.
- Raise advocacy issues for Council to consider on behalf of the community.
- Identify and participate on key strategic projects that strengthen community and Council's commitment mitigate and build resilience to global warming and its impacts.
- Monitor the implementation of Council's Climate Emergency Action Plan 2022-2026.

3. Definitions

- **Chairperson** means the person for chairing a meeting.
- **Committee** means the Climate Emergency Advisory Committee.
- **Council** means Maribyrnong City Council.
- **Councillor** means a Councillor of Maribyrnong City Council.
- **Council Officers** means employees of Maribyrnong City Council.
- **Member** any member of the committee as defined by Part 7 of these terms of reference.
- **Community Member** is a member of the Committee who is not a Councillor or a member of Council staff, or Representative Member.
- **Representative Member** is member nominated from one of the organisations listed in Part 7 of these Terms of Reference.

4. Membership

4.1 Committee composition

The Committee will be convened by Council and shall comprise:

Panel Members	No. of positions	Type of Appointment	Term
Mayor (or Delegate)	1	Nominated	Annually – to be determined by Council
Councillor	1	Nominated	Annually – to be determined by Council
Community Members	8	Appointed	2 years
Director Planning & Environment	1	Ex-officio	N/A
Manager City Sustainability	1	Ex-officio	N/A

Council will:

- Provide secretarial support to the Committee through the City Sustainability department.
- Provide an induction for Committee members, outlining the role of the CEAC, an overview of how Council works, and provide relevant CEAC documentation such as Terms of Reference, minutes, and explanation of how meetings will be run (see Induction below).
- Actively recruit members to the CEAC that reflect the diversity in the City of Maribyrnong.
- Council staff and other external key stakeholders will attend meetings to present agenda items on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Advisory Committee.

4.2 Method of Appointment

- 4.2.1 A public Expression of Interest (EOI) process will be undertaken for the 8 Community Member positions.
- 4.2.2 An assessment of applications will be made by Council staff based on the criteria (see below) to ensure the diversity of Maribyrnong community and a range of relevant skills and experience is represented on the Advisory Committee. Individual skills and attributes of the applicants will also be taken into account.
- 4.2.3 Applications for membership to the Advisory Committee will be assessed according to the following selection criteria:
 - a) a requirement for community members to live, work or study in the City of Maribyrnong;
 - b) a statement listing the reason for applying; and

- c) a list of the skills, knowledge and/or experience which will be brought to the Advisory Committee.
- 4.2.4 A report will be presented to Council to recommend the selection of Committee members
- 4.2.5 Applicants will be advised in writing of the outcome of their nominations.
- 4.2.6 If a member is unable to fulfil their duties and a position deemed vacant, the Committee will advertise the vacant position or seek a replacement from past nominations.
- 4.2.7 The Committee may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.

4.3 Term of Appointment

The Committee will have a tenure of 24 months.

5. Governance Arrangements

5.1 Induction and Training

A workshop(s) will be held to enable Committee members to be inducted into their role. This will provide information on:

- the role of the Committee;
- the role of Council and Councillors;
- the role and responsibilities of members of the Committee;
- Council processes e.g. strategy development, advocacy positions;
- the current status of the implementation of the Climate Emergency Action Plan;
- an update on the current state of the climate emergency;
- instruction on deliberative decision-making processes; and
- good governance including conflicts of interest and treatment of confidential information.

5.2 Chairperson

- 5.2.1 The Chair is responsible for presiding the meeting.
- 5.2.2 The Chair will be the Mayor (or delegate).
- 5.2.3 The Committee may appoint a Deputy Chair, whose role would be to perform the duties of the Chair if they are absent or unable to perform their duties at a meeting of the Committee.

5.3 Attendance and Quorum

- 5.3.1 Members should submit any apologies to the Committee Chair if they are unable to attend.
- 5.3.2 If a member is likely to be absent from at least 3 consecutive meetings and wishes to remain as a member of the Committee, they should request a leave of absence.
- 5.3.3 Any such request should be submitted to the Committee Chair and will be presented to the Committee for determination.
- 5.3.4 The Committee will not unreasonably withhold its approval of a leave of absence request.
- 5.3.5 A quorum for the Committee will require attendance of a minimum of one Councillor representative and four other members.
- 5.3.6 In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes.

5.4 Meeting Procedures

- 5.4.1 The Committee will seek to operate on a consensus basis. Where consensus is unable to be reached in an appropriate time frame, giving due consideration to the importance of the decision, the time available and the agenda of the meeting, the Chair can elect to resolve an issue through a formal vote or by recording a split decision. In the case of a tied vote a decision fails.
- 5.4.2 Any advice or recommendation given to Council will include a statement as to the type of decision made i.e. consensus, a split decision or a vote. In the case of a vote, the number voting for, against, or abstaining. In the case of a split decision, the number supporting each decision or abstaining.
- 5.4.3 There will be a minimum of ten (10) meetings over the 24 month period of operation of this Committee.
- 5.4.4 Meetings will commence and conclude on time.

5.5 Administrative Arrangements

- 5.5.1 Council Officers will support the Chair by undertaking administrative duties such booking locations, distributing the agenda, minutes, correspondence and reports, and recommendations for agenda items relevant to the Committee.
- 5.5.2 Where practicable, the agenda, reports and documents that relate to the committee and minutes of the previous meeting, will be forwarded to members at least five working days prior to meetings.

- 5.5.3 Accurate minutes will be kept of each meeting. The minutes of the meetings will be distributed to the committee members for ratification at the next subsequent meeting of the Committee.
- 5.5.4 The agenda, times and dates of meetings of the Committee shall be at the discretion of the Committee, and will be circulated in advance for the upcoming calendar year.
- 5.5.5 The Manager City Sustainability will be responsible for maintaining a web page on Council's website for the Committee. The web page must include a description of the Committee and its purpose, its membership, the summary of the key actions and agreements from each meeting.
- 5.5.6 Council Officers will submit formal advice and recommendations from the Committee in the form of a report to Council to the next available Council briefing meeting.
- 5.5.7 An annual progress report will be submitted to Council detailing the Committee's activities and achievements.
- 5.5.8 The Committee has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration. Members will not publicly comment on behalf of the Committee. Neither will it seek to advocate on the needs of individual organisations.
- 5.5.9 Council will provide the necessary support to assist the Committee to function effectively including:
 - a) Maintaining contacts details of members.
 - b) Preparing and distributing agendas and prior reading materials.
 - c) Preparing and distributing meeting minutes.

5.6 Confidentiality

- 5.6.1 Members must treat information they receive as confidential, unless otherwise advised, and are expected to comply with the provisions that cover confidential information contained in sections 3 and 125 of the *Local Government Act 2020*.
- 5.6.2 Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.

- 5.6.3 Documents presented to the Committee will often be in draft format and not suitable for wider distribution. Members have an obligation not to disclose any materials or information that is not available to the public, unless approved by the Chair or a representative of Council.
- 5.6.4 All Committee discussions should comply with the requirements under the *Privacy Act 1988* and its principles.
- 5.6.5 The failure of a member to comply with the above will result in the termination of their appointment to the Committee as determined by the Chief Executive Officer as recommended by the Chair.

5.7 Conflict of Interest

- 5.7.1 Members must disclose a Conflict of Interest in accordance with the *Local Government Act 2020*.
- 5.7.2 In the event of a Conflict of Interest arising the Member:
 - a) Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
 - b) Must leave the room and not participant in any discussion and/or decision.
 - c) The disclosure must be recorded in the meeting minutes.

6. Review

- 6.1 The operation of the Committee will be reviewed after 6 months to ensure the Committee is working effectively and achieving its objectives. Any recommendations to improve function of the Committee will be passed on to the Committee through the Chair.
- 6.2 The operation of the Committee will be reviewed again at 18 months with a view to the renewal or otherwise after its initial 24 month tenure has concluded.
- 6.3 The 18 month review will look at the role, function, membership, any skill or experience deficiency or gap, productivity of the Terms of Reference, and the achievement or otherwise of the Committee's objectives to ensure currency and effectiveness.
- 6.4 If the Committee is renewed a new group of Community members will be appointed.
- 6.5 Council retains the right to:
 - a) Review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.
 - b) Revoke these Terms of Reference at any time.