

Terms of Reference for the Climate Emergency Darebin Advisory Committee

November 2019

1. Introduction

This document sets out the Terms of Reference of the Climate Emergency Darebin Advisory Committee.

2. Overarching goals

The Committee will frame its work so it can make a highly effective contribution to the achievement of the overarching goals of the Darebin Climate Emergency Plan.

The Council's focus on the climate emergency is on creating emergency solutions – for restoring a safe climate and coping during the transition period – rather than simply drawing attention to the climate problem.

3. Committee Purpose

The committee's purpose is to provide advice and feedback to Council in the implementation of Council's Climate Emergency Plan, more specifically to provide advice and feedback in relation to:

- (a) engaging with all levels of government, and the community about the climate emergency and how to provide maximum protection globally and how a safe climate can be restored, including through knowledge sharing, capacity building, education and training;
- (b) mobilising and activating the community broadly and deeply around the climate emergency issue, and facilitating community contributions to action,
- (c) researching and developing strategy and solutions relating to the climate emergency;
- (d) innovative programs which can be scaled up to achieve significant change.

The committee will not be directly responsible for the implementation of climate emergency projects, actions or other activities communicated in the Climate Emergency Plan, but rather it will support, by way of advice and feedback, Council's work on climate emergency. This will not preclude committee members supporting the delivery of mobilisation activities if they wish (i.e. attending an event as a volunteer).

To ensure the best use of Climate Emergency Darebin's expertise, the committee will be consulted in the design and development of Council's climate emergency work plan and individual climate emergency projects.

4. Members

The Committee shall have 9 voting members:

- 2 Councillors appointed by Council
- 6 Community or independent members appointed based on the selection criteria and process below;
- Council CEO (ex officio)
- A further Councillor can be appointed as a proxy member.

The Chair is appointed by Council, chosen out of the Councillors appointed to the Committee. In the Chair's absence, a Councillor member will act as Chair, or in the absence of a Councillor member, the Committee will appoint a Chair.

5. Term and membership

5.1 Method of nomination

Community/independent member appointments will be delegated to the CEO. The CEO will receive a recommendation from the member councillors and the relevant General Manager based on the following criteria:

- Capacity for big picture, creative and innovative thinking in relation to the climate emergency challenge (as expressed in the overarching goals of the Darebin Climate Emergency Plan);
- Capacity to provide advice and feedback to Council in a timely and appropriate manner
- Capabilities and expertise in one or more of the following areas: social mobilisation, zero emissions, drawdown, resilience, climate emergency strategy, fund sourcing (Ideally as a team, the committee would cover all these areas.)
- Representation of Darebin's diverse community
- Board governance experience or skills will be considered favourably

5.2 Vacation of Office

Membership of the committee will become vacant in the following circumstances:

- if the member resigns membership by notice in writing to the committee;
- if the member is absent for more than three (3) consecutive meetings without prior leave of absence or an apology being accepted by the committee, subject to confirmation by the elected Council of the resignation;
- upon the death of the member;
- if the member becomes a mentally incapacitated person; and
- if a member is found to be in breach of the Code of Conduct following a recommendation by the Chair to the CEO.

If a vacancy occurs, it will be filled at the discretion of the CEO through a recommendation from the member Councillors and the relevant General Manager. This would be following an advertised call for applications. Members appointed to fill a vacancy are appointed for the remainder of the term of current members only.

5.3 Term of appointment

Appointments to the Committee will be for a period of approximately four years to align with the council term. At the end of the term the Terms of Reference will be reviewed. Any proposed changes to the Committee's Terms of Reference resulting from a review will be considered by Council.

5.4 Quorum

A quorum of five voting committee members with at least one Councillor voting member and 3 community/independent voting members is required for a vote on a recommendation.

6. Meetings and Reporting

The committee will meet quarterly.

7. Conduct of members

Advisory Committee members other than Councillors are volunteers and as such they must sign a declaration that they will abide by any guidelines approved in Councils' Excellence in Governance @ Darebin City Council - Employee Code of Conduct ('the Code'). The Code covers interactions with fellow committee members, other volunteers, agency staff, contractors, consultants, Councillors, clients, residents, ratepayers and visitors to Council.

No member of the Committee is authorised to speak to the media on behalf of the Committee or Council, except where the member of the Advisory Committee is a Darebin Councillor. This is consistent with Councils' Councillor Code of Conduct.

A breach of the Code and /or this policy may result in the termination of membership of the Advisory Committee member, should the breach be sufficiently serious. Breaches of lesser severity will result in formal feedback being provided to the member by the General Manager or their delegate.

If a member of the Committee believes that another member is not performing within the member expectations (i.e. Code of Conduct) this should be raised with the General Manager and/or the Chair of the Committee.