

# Terms of Reference for the Climate Emergency Darebin Advisory Committee

17 April 2018

## 1. Introduction

This document sets out the Terms of Reference of the Climate Emergency Darebin Advisory Committee with a view to guiding the establishment and operation of the organisation called Climate Emergency Darebin (CED). It is anticipated that a more formal board structure will be put in place resulting from the recommendations of this advisory committee on the formation of the final independent organisation. Whilst this is an interim structure it is the intent of Council that this committee undertake and develop actions in line with the organisational purpose set out below.

## 2. Terminology and interpretation

“**Community**” – this includes residents, businesses, organisations and other entities, both inside and beyond Darebin.

“**Council**” – means the Darebin City Council

“**Decision Making Session**” – means a face-to-face or electronically mediated meeting or any other decision-making process (eg. an email ballot or postal).

“**the Organisation**” – means Climate Emergency Darebin, covering both the committee and any people working for the organisation (whether paid or unpaid).

## 3. Overarching goals

The Organisation 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 and the organisation must be guided by these goals.

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.

*Note:* At the time of preparing these Terms of Reference the overarching goals were:

- (a) to provide maximum protection for the community of Darebin and for people, civilisation and species globally, especially the most vulnerable;
- (b) to restore a safe climate at emergency speed by eliminating greenhouse gas emissions and enabling drawdown of excess carbon dioxide in the air;
- (c) to encourage research to find safe ways to protect people, species and civilisation from near-term dangerous temperatures, while zero emission and carbon dioxide drawdown strategies are being enacted;
- (d) to enable our community to be resilient in the face of any unavoidable dangerous climate impacts;
- (e) to engage, empower and mobilise governments, communities and organisations to take action on and achieve these goals with certainty and at emergency speed.

#### 4. Organisational Purpose

The subject-matter scope of the organisation is as broad as the Darebin Climate Emergency Plan.

*Note:* At the time of preparing these Terms of Reference the subject matter scope of the Darebin Climate Emergency Plan covered, amongst other things:

- (a) climate solutions (zero emissions across the economy and in community lifestyles, and CO2 drawdown);
- (b) climate adaptation and resilience;
- (c) community and business mobilisation, engagement and education;
- (d) climate policy and strategy advocacy to governments at all levels in Australia and internationally;
- (e) climate solutions research (safe climate restoration and adaptation/resilience);
- (f) climate action policy and strategy development.

The organisation's roles and purposes are to help the Council to implement the Darebin Climate Emergency Plan by:

- (a) collaborating with Council on the climate emergency (both problems and solutions), including on how to engage all levels of government in Australia and globally;
- (b) engaging with 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;
- (c) mobilising and activating the community broadly and deeply around the climate emergency issue, and facilitating community contributions to action, including via volunteerism and donations;
- (d) researching and developing strategy and solutions relating to the climate emergency;
- (e) advising Council on the establishment of the legal structure of Climate Emergency Darebin (CED), anticipated to be a Company limited by guarantee, and on a sustainable funding model for CED, identifying sources of funding;
- (f) working with Council on the climate emergency including on how to engage all levels of government in Australia and globally;
- (g) developing and/or trialling innovative programs and delivery mechanisms which can be scaled up to achieve significant change.

The organisation will complement and enhance Council's work on climate emergency and will not double up on other Council actions. To ensure this and further collaborative outcomes Council annual work plans will be discussed with the committee. Council will consider implementing or scaling up of programs trialled or recommended by the committee.

#### 5. Resourcing

The organisation's formation and actions will be resourced through:

- (a) Darebin City Council's operational budget; and
- (b) volunteerism, donations and grants.

The committee will work towards a strategic funding plan that will identify sources of funding, consider various funding models, noting their benefits and disadvantages/risks, with an aim of ensuring financial sustainability and stability. (It is suggested that at the time of start-up, before it is able to build its financial resources, that the organisation rely heavily on the recruitment of skilled volunteers to enable a significant work program to be undertaken as fast as possible.)

## **6. Members**

The Committee shall have 9 voting members:

- 2 Councillors – The Darebin Mayor (ex officio), and a further Darebin Councillor appointed by Council;
- 6 community or independent members appointed on the basis of the selection criteria and process below
- the Council CEO (ex officio).

The Committee may appoint to itself any number of non-voting members to ensure that special skills or capabilities are available to it in its decision-making sessions.

The Chair is the Mayor, unless in the Mayor's absence; or at the Mayor's direction, the remaining Councillor member is appointed as Chair.

## **7. Community/Independent Member Appointment Criteria**

Community/independent member appointment will be based on the following criteria:

- o capacity for big picture vision relating to the climate emergency challenge as-a-whole (as expressed in the overarching goals of the Darebin Climate Emergency Plan);
- o capacity to foster creativity and innovation;
- o capabilities 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 of these areas.)
- o diversity and inclusion
- o board governance experience or skills will be considered favourably

## **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 Decision Making Session where a vote is required.

## **Meetings and Reporting**

The committee will meet at least four times over the year or as determined by the committee.

A report will be provided to Council by February 2019 on the proposed formation of the Independent body anticipated as a Company limited by guarantee.