



CLIMATE CHANGE ADAPTATION ADVISORY COMMITTEE

DRAFT Terms of Reference

ToR No: SVC-TofR-027-01

1. NAME

The name of the Committee is the Climate Change Adaptation Advisory Committee

The (CCAAC) is an Advisory committee to Snowy Valleys Council.

2. STATUS

Being a Section 355 committee, the CCAAC does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

The CCAAC is not a decision-making Committee and has no responsibility for Council budget or operational decisions. All decisions of the Committee will, therefore, constitute recommendations to Council.

2. PURPOSE

Snowy Valleys Council is developing a 10-year plan to guide the Council and its community, towards net-zero emissions and prepare our community for the impacts of climate change. The purpose of the Climate Change Action Plan Community Reference Group is to provide advice and expertise to support development and implementation of this Plan.

3. OBJECTIVES OF THE COMMITTEE

The vision for the CCAAC, is for an evidence-based Climate Change Adaptation Action Plan;

- To ensure that Snowy Valleys Council achieves net zero emissions by 2030 and prepares itself for the impacts of climate change, and
- That the community are empowered to take action to reduce its carbon emissions and prepare itself for the impacts of climate change.

The CCAAC will act as a resource to Council on options, actions and community sentiment on responding to climate change and its impact to the Snowy Valleys region.

GOVERNANCE

A governance structure has been created to deliver the best outcomes possible in the most collaborative working arrangements for the benefit of the community.

CCAAC member responsibilities include the responsibility to:

- Provide advice and expertise on the delivery of the Snowy Valleys Council's Climate Change Adaptation Action Plan.
- Assist Council to identify actions and solutions for responding to climate change in Snowy Valleys Council.
- Be a representative of the community, in providing advice and feedback through the CCAAC to inform the development of the Climate Change Adaptation Action Plan.
- Ensure that any sensitive or confidential information and documentation remains within the membership of the Committee.
- Advocate for action on climate change by the community of the Snowy Valleys.

The CCAAC is not responsible for involvement in the day-to-day operational issues related to the service provision of Council. Members of the CCAAC have the same right as all community members to raise issues of concern through the appropriate Council system.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE

A. STRUCTURE / MEMBERSHIP

Membership of the CCAAC will ideally cover a broad range including industry, sectors, age, gender, ethnicity and geographical area in the Snowy Valleys region. The CCAAC will include approximately 12 people.

Membership will comprise:

- Councillor/s (2)
- Community representatives (4)
- Chamber of Commerce Representatives (4)
- Council Staff (2)

B. APPOINTMENT AND SELECTION OF MEMBERS

Snowy Valleys Council will seek Councillor/s representative for the CCAAC.

The Council staff members in the positions of Executive Director Community & Corporate and the Manager Technical Services, will be appointed as Council staff members of the CRG.

Nominations for the positions of community representatives will be called for by public notice. Nominees will be required to complete a nomination form outlining their skills and areas of interest.

Chamber of Commerce representatives will be invited to nominate for positions through a direct letter of invitation as well as public notice. Nominees will be required to complete a nomination form outlining their skills, knowledge and industry sector.

The applications will be assessed on their merit and consideration will be given to skills, knowledge, age and gender. Persons can be self-nominated or can represent a group or organisation.

Young people will be encouraged to apply.

C. TERM

The term of office for each CCAAC representative member will be for two years at the end of which nominations will be called for.

Members of the Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

Members who do not attend three (3) meetings in a calendar year, without notification and apology will be deemed to have resigned from the CCAAC and a casual vacancy will result. If a casual vacancy occurs, it will be filled at the discretion of the Council representative.

D. CHAIRPERSON

The Chairperson and Deputy Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of two years.

E. COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valley's Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights,
- Be considered as an ex-officio member of the committee at all times.

F. PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

G. QUORUM

A quorum of the Committee will be half of the of appointed voting members present plus one (a simple majority).

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer H).

H. INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

The members present at an inquorate discussion cannot put or carry any motion or resolution.

I. DECISIONS AND VOTING

The Committee's business is conducted by simple majority vote by those appointed members present.

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the CCAAC for the Snowy valleys Council. Only those Councillors appointed to the CCAAC have voting rights.

J. ATTENDANCE OF NON-MEMBERS

The CCAAC may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

K. WORKING GROUPS

The CCAAC is able to form a Working Group as required to address specific issues or undertake specific activities. Each Working Group is responsible to a committee member who is required to report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

8. COMMITTEE OPERATION AND MEETINGS**A. MEETINGS**

Meetings will be held once every Quarter for 2.0 hours on a day agreed upon by the CCAAC members, for the duration of the project to develop the Climate Change Adaptation Action Plan.

B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

C. NOTICE OF MEETINGS

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by an agenda for the meeting, minutes of the previous meeting and any reports to the Committee. CCAAC members will be requested to provide apologies if unable to attend.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least one working day prior to the meetings. CCAAC members must submit agenda items prior to the meeting, where possible. The agenda and minutes will be emailed as the first communication option. It is the responsibility of members to check their emails for this correspondence in a timely manner. Members not on email will obtain a copy of their agenda and minutes at the meeting.

A minimum of twenty-four hours' notice shall be given for any Special meetings of the Committee

D. MINUTES

Minutes shall be kept of all meetings of the Committee and any working group.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

E. MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice which was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

F. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services as required to support the function of the Committee and any working groups.

Community representatives will be registered as Council volunteers and covered by Council insurance while on official CCAAC business.

CCAAC may request additional support which they believe will improve their ability to fulfil their role to the Committee, at any time during their term of membership and CCAAC members will be offered opportunities to participate in the broader Community consultation and engagement.

9. MEDIA COMMENT AND CONFIDENTIALITY

The CCAAC has no delegated authority to make comments to the media on behalf of the Committee without express permission of the Chief Executive Officer.

The CCAAC does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the CCAAC should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

10. FINANCE

For Committees who hold funds with Council:

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee or monthly.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

11. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions.

The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

12. AMENDING THE TERMS OF REFERENCE

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

13. DISSOLUTION

Council may at any time dissolve the Committee.

14. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a Councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a Councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

15. SUPERSEDING POLICY NO AND TITLE

Not applicable.

a) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

16. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Executive Director Community & Corporate

4. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			