

Climate Change Action Committee

Meeting Date: Thursday, 06 April, 2017
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.00pm

Addendum Agenda

Reports

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CC17.3 Climate Change Action Committee - Draft Terms of Reference including change of name

HPERM Ref: D17/107794

Group: Finance Corporate & Community Services Group

Section: Human Resources, Governance & Customer Service

Attachments: 1. Terms of Reference - Draft [↓](#)

Purpose / Summary

To consider the Terms of Reference for the Climate Change Action Committee and a change of name for the Committee to the Sustainable Futures Committee.

Recommendation

That Council

1. Change the name of the Climate Change Action Committee to the Sustainable Futures Committee
2. Adopt the Sustainable Futures Committee Terms of Reference as attached to this report
3. Appoint a Chairperson to the Committee
4. Appoint a Councillor for the membership selection committee
5. Advertise for applications for membership
6. Allocate a budget for the operations of the Committee

Options

1. As recommended
2. Not adopt the recommendation and make an alternative recommendation
Implications: This may require an amendment to the Terms of Reference.

Background

At its meeting of 15 November 2016, Council's Strategy and Assets Committee resolved that:

"Council reinstate the Climate Change Action Committee"

Further, at the Council Meeting held on 20 December 2016, Council resolved as follows (MIN16.1054):

"That Council:

1. *Endorse the membership of the Climate Change Action Committee consisting of all Councillors and the General Manager;*

2. *Endorse the Purpose of the Climate Change Action Committee as follows:*
 - a. *To make recommendations to improve Councils response to potential impacts of climate change.*
 - b. *To improve sustainability within the Shoalhaven Local Government area.*
 - c. *Develop a Prioritised Action Plan that will empower the Shoalhaven Community to be more sustainable and improve the sustainability of Council operations and activities.*
 - d. *Identify and action funding opportunities which will improve Council's sustainability and its understanding and readiness of potential impacts of climate change.*
 - e. *Identify ways to educate the community about sustainability and the potential impacts of climate change.*
 - f. *Display strong leadership to the community by recommending sustainability and resilience building actions to Council for consideration*
3. *That the quorum for the Committee be 5."*

Councillors White and Gartner, in consultation with staff have drafted the attached Terms of reference for consideration and discussion by the Committee.

It is also suggested that the name of the Committee be changed to the '*Sustainable Futures Committee*' as this would better reflect the role of the Committee.

Financial Implications

Should the Committee wish to have a budget allocation, it would need to be included in considerations for the 2017/2018 budget.



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance Corporate & Community Services Group

Sustainable Futures Committee - Terms of Reference

Policy Number: POL17/49 • **Adopted:** *[Click here to enter date]* • **Minute Number:** *[Click here to enter Minute number]* • **File:** 37211E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:**

1. STATEMENT

The Sustainable Futures Committee focuses on creating a healthy, livable and sustainable environment for residents in the Shoalhaven City Council.

This focus will include:

1. Energy - efficiency, security and generation
2. Waste – reduction, recovery and reuse
3. Adaptation and resilience to climate change

This committee makes recommendations which provide input to Councils Economic Development Strategy, Property Strategy and Waste Strategy and other relevant strategies and policies.

This committee furthers the work of the SCC Sustainability Action Plan 2011-16 and the SCC Climate Change Adaptation Plan 2011.

2. PURPOSE

The Sustainable Futures Committee will:

- Set emission targets for the Shoalhaven which are compatible with the NSW Zero Net Emissions by 2050 and the Federal Government signing of Paris Treaty
- Focus on energy, including energy efficiency, energy security and renewable energy generation as well as other climate change issues
- Create and build community capacity for environmentally sustainable living and business.
- Address adapt and build resilience to climate change
- Protect, connect and integrate biodiversity and water within our urban and regional context
- Support and promote Waste reduction and resource recovery
- Building organisational capacity for environmental sustainability in the face of climate change
- Engage with and learn from our community business and industry leaders in respect to knowledge gaps and potential revenue.

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- Establish and/or support renewable energy generation projects in the community e.g. solar gardens for low income communities
- Collaborate with Community Energy Generation Groups
- Ensure the currency of related strategy, policy and other key Council documents related to the purpose of the Committee
- Make recommendations to provide input into the Economic Strategy, Property Strategy Waste Strategy and relevant land use planning/development policies.

3. RELATIONSHIP TO COUNCIL

The Group is a Section 355 & 377 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for Sustainable Futures in the Shoalhaven, including climate change energy renewal and waste and inform Council's decision making processes related to energy efficiency, security and renewable energy generation as well as other climate change issues that encompass sustainable futures for the Shoalhaven.

4. DELEGATED AUTHORITIES

To expend funds allocated to the Sustainable Futures Committee by Council within the approved budget.

5. MEETINGS

- 5.1. Meetings will be held monthly.
- 5.2. Agenda and minutes from the previous meeting will be circulated to members at least 7 days prior to the meeting. Any matters to be included on the agenda should be forwarded to the Chairperson and the Minute Secretary at least 14 days prior to the meeting
- 5.3. Members must declare in writing any interest in any report tabled at the meeting.
- 5.4. The administrative provisions of Council's adopted Code of Meeting shall apply subject to any amendment by this Advisory Committee.
- 5.5. Committee members who are absent for three (3) consecutive meetings of the Committee without tendering an apology will be requested in formal correspondence from Council to confirm their intention regarding their membership of the committee. Failure to respond may result in removal from this Committee.
- 5.6. Meetings are generally held at the Nowra Shoalhaven City Council Administrative Buildings, however meeting location changes can be negotiated with Committee Members.
- 5.7. Informal Committee meetings, special meetings that may discuss specific portfolio matters will be held as and when required or set by the Committee.
- 5.8. Progress towards the outcomes of Council's Community Strategic Plan 2023 will be reported to Shoalhaven City Council at Council meetings and corporate management meetings, where appropriate, throughout the year.

6. COUNCIL STAFF ATTENDANCE

- 6.1. Shoalhaven City Council will provide administrative staff who are normally required to attend the meetings of the Group to carry out the following tasks:
 - Collate and distribute Business Papers.

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- Organise meetings.
- Minute taking, storage and distribution of minutes and associated documents.
- Providing administrative support to the relevant Council staff to distribute information between the Group and the appropriate Sections within Council.
- Other staff at the relevant Group Directors' discretion or at the Committee's request can attend meetings as required. Staff have no voting privileges.

7. MEMBERSHIP

7.1. Voting Members

Councillors

All Councillors

Community Representatives

10 Community members with specific expertise e.g. policy background, energy (including new energy technology), climate change, waste and resource recovery

Representatives of the Following Groups, Organisations or Government Bodies:

One representative from each of the following:

- Red Energy
- RepowerShoalhaven
- Energy Locals and other new generators/retailers

7.2. Non-voting Members

7.2.1. Non-Voting Members can attend and speak to the meetings but are non-voting members.

7.2.2. All those present at a meeting who are not Voting or Non- Voting Members are Observers only and may only participate in the meeting with approval by the Chairperson.

7.3. Chairperson

7.3.1. Council will appoint the position of chairperson annually

7.3.2. The role of the chairperson shall be:

- To act as Chairperson of meetings of the Committee
- As a Representative on sub-committees as appropriate
- To correspond with Council staff in relation to the actions of the Committee

7.4. Community Member Appointments

7.4.1. Nominations for Members should be advertised throughout the community.

7.4.2. Appointment to the Committee can be for a maximum four (4) years with a set commencement and finish date and standing members may re-nominate for an additional term.

7.4.3. Vacancies will be advertised locally via media and Council communication networks.

7.4.4. Council will manage the application process.

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- 7.4.5. An appointment panel will consist of a Council staff member, the Chair of the Committee and a Councillor to assess the applications and make recommendations for appointments to the Committee. Where a chairperson is not yet appointed, the Council will allocate a Councillor to act in the role of chairperson on the panel.

7.5. Casual Vacancies

- 7.5.1. Should vacancies arise in the period 3 months prior to the annual review by Council, a new or Casual member will not be appointed, unless the Council resolves to do so on receipt of recommendation by the Committee
- 7.5.2. Should there be a casual vacancy; the Committee will seek applications by appropriate means to fill these vacancies to align with the finish date.

7.6. Sub Committees/Working Groups/Represented Delegation

- 7.6.1. If representing the Committee on an identified working group/party your role is to represent the Committee's commitment and purpose.
- 7.6.2. The Committee will have the right to establish sub groups as deemed appropriate to assist in fulfilling their role and purpose.

7.7. Quorum

- 7.7.1. A quorum will consist of at least 50% plus one members of the Committee.
- 7.7.2. If a quorum is not present within 30 minutes of the time appointed for the commencement of the Committee meeting, the meeting shall lapse.

8. VOTING AND RECOMMENDATIONS

- 8.1. All formal members of the committee are entitled to a vote.
- 8.2. Where possible, voting on recommendations is made by consensus.
- 8.3. Where a consensus cannot be reached, then a formal vote of members will be undertaken and the majority vote will become the decision of the Committee. The alternate views are to be minuted.
- 8.4. In the event of a tied vote, the Chair can exercise a casting vote.
- 8.5. All decisions regarding the allocation of funding for works must be stated precisely and recorded in the minutes.
- 8.6. Committee recommendations which are determined to be purely or substantially 'operational' in nature, will be dealt with by the relevant council officer and any action or lack thereof reported to the Committee.
- 8.7. The ruling of the Chairperson in all matters of the Committee takes precedence.

9. COMMUNICATION

- 9.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.
- 9.2. Where approval has been given by the chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- 9.3. When endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- 9.4. When issues are communicated to the media or by other public forum, information provided on those issues must include details of priorities, limitations and benefits to the community

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- 9.5. The Chairperson is the point of contact for communication between Committee members and Council staff.

10. PARENT COMMITTEE

- 10.1. Ordinary Council Meeting.

11. CODE OF CONDUCT

- 11.1. All members of the Committee are to abide by Council's Code of Conduct and will be required to make declarations of all Conflict of Interests.
- 11.2. Pecuniary Interest Returns may be required on appointment and annually as required by the Office of Local Government and Council.

12. CONFIDENTIALITY AND PRIVACY

- 12.1. Members are required to maintain the security of any confidential or personal information provided to them by Council or others for the purpose of the business of the Committee and not access or use any information, unless specific authorisation is given to do so.
- 12.2. Council will manage the private information of Committee Members in accordance with its adopted Privacy Management Plan.

13. REVIEW

- 13.1. This policy will be reviewed within 12 months of each Council election.
- 13.2. The Committee can recommend amendment to this Terms of Reference to Council at any time
- 13.3. Council at its discretion may review and change the Terms of Reference, role and structure of the Group at any time.