



Latrobe City Climate Change Consultative Committee

TERMS OF REFERENCE

9 March 2010

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1. PREAMBLE

- 1.1. The Committee shall be known as the Latrobe City Climate Change Committee (hereinafter referred to as “the Committee”).
- 1.2. The Committee is an Advisory Committee of Latrobe City Council.
- 1.3. The membership of the Committee and these Terms of Reference are adopted by resolution of Latrobe City Council at the Ordinary Council Meeting held on 9 March 2010.

2. OBJECTIVES

- 2.1. To promote the activities and leadership displayed in Latrobe City in addressing climate change.
- 2.2. To act as an advocate and sounding board for the community and other stakeholders bringing to the attention of Latrobe City any issues of concern regarding the response to climate change.
- 2.3. To act as a channel of communication between the community, stakeholders and Latrobe City Council.
- 2.4. To review initiatives and activities including reports, investigations and studies into climate change.
- 2.5. To provide advice to Latrobe City Council and the community in relation to the climate change challenge.
- 2.6. To report to Council in June of each year on the overall operations and achievements of the Consultative Committee.

3. MEMBERSHIP

Composition of the Committee

- 3.1. The Latrobe City Climate Change Consultative Committee shall comprise of a maximum of seventeen (17) representatives.
 - 3.1.1. Up to three (3) Councillors
 - 3.1.2. Up to three (3) relevant Agency Representatives
 - 3.1.3. Up to three (3) relevant Business and Industry Representatives
 - 3.1.4. A Representative of the Gippsland Trades and Labour Council
 - 3.1.5. A Representative of Monash University Gippsland
 - 3.1.6. Up to eight (8) Community Members

Officer Support

- 3.2. Latrobe City will provide administrative support to each Committee meeting and an advisory staff member from the Natural Environment Sustainability team will attend the meetings to provide feedback and technical advice.

Length of appointment

- 3.3. Whilst the Climate Change Consultative Committee shall be in place for as long as Latrobe City Council sees fit, the appointment of members to Latrobe City Climate Change Committee shall be for a term of two (2) years. Prior to the expiration of each two year term, there will be a call for nominations for the next two year term. Current Committee members are able to re-nominate.

Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of the Committee based on expressions of interest received from members of the community and nominations received from organisations.
- 3.5. The Committee may fill any vacancies that occur within the two year period of appointment, subject to the approval of the Chief Executive Officer and the Latrobe City Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

- 3.6. With the approval of the Chair organisational representatives may co-opt a temporary member to fulfil their duties and attend meetings.
- 3.7. With the approval of the Chair the Committee may invite other individuals to participate in the proceedings of the Committee on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

Attendance at meetings

- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.

3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

4. RESIGNATIONS

4.1. All resignations from members of the Latrobe City Climate Change Consultative Committee are to be submitted in writing to the General Manager Built and Natural Environment Sustainability, Latrobe City Council, PO Box 264, Morwell VIC 3840.

5. PROCEEDINGS

Chair

5.1. The Councillor delegate shall Chair the meetings. If the Councillor delegate is unavailable he/she shall delegate a replacement from the current membership of the Committee to chair the meeting.

Meeting schedule

5.2. The Committee will determine its meeting schedule. The meetings will be held at the Latrobe City Corporate Head Quarters, Commercial Road, Morwell, unless otherwise decided by the Committee. Meetings will begin at 7.00pm unless otherwise decided by the Committee. The duration of each Committee meeting should not generally exceed two hours. Light refreshments will be provided.

5.3. Meetings of the Committee will be held quarterly initially or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.

Meeting procedures

5.4. Meetings will follow standard meeting procedures.

5.5. Meetings of the Committee will normally be open to the public but non-members in attendance will have observer rights only.

5.6. With the approval of the Chair the Committee may decide to discuss certain matters in closed session if this is required for reasons of confidentiality and where the Committee considers this best serves the public interest. The Committee shall report to Council any matters that it has considered in closed session and the reasons for this.

Quorum

5.7. A majority of the members constitutes a quorum.

5.8. If at any meeting of the Latrobe City Climate Change Consultative Committee a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

5.9. There will be no official voting process. Majority and minority opinions will be presented to Latrobe City Council in all reports.

Minutes of the Meeting

5.10. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.

5.11. The Minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.

5.12. The Minutes shall be stored in the Latrobe City Council corporate filing system (currently Dataworks electronic document and records management system).

5.13. A copy of the Minutes shall be distributed to all Committee members.

5.14. A copy of the Minutes shall be provided to all Latrobe City Councillors.

Annual report

5.15. The Committee shall report on its activities on an annual basis and this report will form part of the official Council agenda. The Committee shall determine the form and content of its report with the advice of Latrobe City Council. Latrobe City Council shall provide administrative assistance in the preparation and production of the report.

Other reports to Council

5.16. With the approval of the Chair the Committee may provide formal reports or letters to Latrobe City Council. This correspondence will be received by Council through an ordinary Council Meeting in 'Correspondence'.

6. AUTHORITY AND REPORTING

- 6.1. The Committee is a consultative committee only and has no delegated decision making authority.
- 6.2. Reports to the Latrobe City Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 6.3. All recommendations, proposals and advice must be directed through the Chair and comply with Councils '*Community Engagement Policy and Strategy*'.
- 6.4. Reports to the Latrobe City Council will be co-ordinated through the General Manager Built and Natural Environment Sustainability.

7. FINANCE & ADMINISTRATION

- 7.1. Latrobe City Council shall provide for the Committee a Secretariat who shall receive and distribute communications to the Committee, arrange meeting venues and prepare and distribute meeting agendas and minutes.