

Climate Emergency Action Plan Working Group

Adopted by Council:
25 June 2019

Review Date:
4 years (or within 12 months of a general election)

1. Background

- 1.1 Pursuant to the Code of Practice for Working Groups, the Council established by resolution at its meeting 25 June 2019 the Climate Emergency Action Plan Working Group ("the Working Group").
- 1.2 Subject to clause 1.3, the Working Group is established from 25 June 2019 and will continue in existence until the next general election of Council unless wound by Council resolution.
- 1.3 The Working Group may be wound up at any time by the Council by resolution.
- 1.4 The Working Group is not a Committee of the Council under Section 41 of the *Local Government Act 1999* ("the Act").

2. Function of the Climate Emergency Action Plan Working Group

The Working Group is established for the purpose of:

- 2.1 Developing a Climate Emergency Action Plan to be adopted by Council.
- 2.2 Collaborating with Council's project team leader, taking into consideration such things as project outcomes and milestones.
- 2.3 Collaborating with Council's project team leader to guide community consultation.
- 2.4 Effecting an outcome of the Climate Emergency Action Plan that reflects community aspirations.

3. Membership

- 3.1 The Membership of the Working Group shall be:
 - 3.1.1 A minimum of two (2) Council Members will be appointed by the Council by resolution as members of the Working Group, for a period determined by Council.
 - 3.1.2 A minimum of two (2) independent members of the community will be appointed by the Council by resolution as members of the Working Group, following a Public Notice request for nominations, for a period determined by Council.
 - 3.1.3 A minimum of two (2) Council Staff representatives will be appointed by the Council by resolution as members of the Working Group, for a period determined by Council.
 - 3.1.4 Up to two (2) representatives from the Youth Advisory Committee may be selected by the Youth Advisory Committee, to be appointed by the Council by resolution as members of the Working group, for a period determined by Council.

3.1.5 A maximum of thirteen (13) representatives in total.

- 3.2 The Working Group may, by a vote supported by a majority of all members of the Working Group, make a recommendation to the Council to remove a member of the Working Group from office where a member has failed (without the leave of the Working Group) to attend three consecutive meetings of the Working Group.
- 3.3 All members of the Working Group must comply with the Code of Conduct for Council Members, the general duties set out in Section 62 of the Act and the conflict of interest provisions set out in Sections 73 – 75B of the Act as if the Working Group were a Council and the members of the Working Group were Committee members.

4. Chairperson and Deputy Chairperson

- 4.1 The Working Group will appoint a Chairperson of the Working Group at the first meeting of the Working Group.
- 4.2 The role of the Chairperson includes:
 - 4.2.1 Overseeing and facilitating the conduct of meetings of the Working Group in a timely and efficient manner.
 - 4.2.2 Ensuring that the business discussed at Working Group meetings is limited to the relevant functions of the Working Group.
 - 4.2.3 Ensuring all persons present have an opportunity to participate in discussions.
 - 4.2.4 Determining the time and place of the next meeting of the Working Group in consultation with the members and the staff representatives.
- 4.3 If the Chairperson of the Working Group is absent from a meeting then a member of the Working Group, chosen from those present, will preside at the meeting until the Chairperson is present.

5. Meeting Details

- 5.1 The Working Group will meet on such dates, at such times and at such places as determined by the Working Group.
- 5.2 The Working Group may meet at the Gawler Administration Centre, or as otherwise determined by the Group.
- 5.3 All Working Group meetings will be conducted in accordance with the Code of Practice for Working Groups.
- 5.4 Items for discussion at meetings of Working Groups must be submitted in writing to the Chairperson. The Chairperson is responsible for compiling the list of items for discussion that have been provided and may include other matters the Chairperson considers fit. The agenda for Working Group meetings is to be provided to Council Staff at least five (5) business days prior to the meeting for comment, finalisation and distribution to the Working Group members.

6. Reporting Requirements

- 6.1 The Working Group is responsible for ensuring a record of its meeting is kept. At a minimum such record must contain:
 - 6.1.1 The persons present at the meeting;
 - 6.1.2 A brief summary of matters discussed; and
 - 6.1.3 Any agreements or conclusions reached and any recommendations which the Working Group has requested be taken to the Council or a Committee meeting by a Council Member or a Council Officer.
- 6.2 The Minutes of Working Group meetings will be presented to Council Staff within 7 days of the meeting.