

Climate Emergency Plan Implementation Working Group

Terms of reference

Purpose and objective

1. The strategic focus for the Climate Emergency Plan (CEP) Implementation Working Group (IWG) is aligned to the Climate Emergency Plan and the CEP Implementation Plan. The IWG will inform the detailed planning process for CEP implementation activities, including review of the CEP Implementation Plan and monitor and evaluate progress of actions.

Term

2. These terms of reference are effective upon endorsement by SMT/C-Suite.
3. These terms of reference are to be reviewed on an annual basis as set by SMT/C-Suite.

Membership

4. The IWG is comprised of the main responsible Service Areas, as identified in the CEP itself, namely:
 - Assets
 - Environment
 - Engineering
 - Waste
 - Planning
 - Place Planning
 - Parks
5. Town officers to be invited as required dependent on the content of the meeting agenda.
6. One (1) Environmental Officer to be an ongoing member and be responsible for coordinating the IWG and chairing the monthly meetings.

Roles and responsibilities

7. The role of the IWG is to:
 - **Collaborate** in the detailed planning of CEP implementation activities.
 - **Monitor** the execution of specific tasks and adherence to timelines set within the Implementation Plan.
 - **Evaluate** outcomes to consider the reasons for the relative success or shortcomings of any task trials and initiatives.
 - Consider and **recommend modifications** to improve the viability of the CEP, the CEP Implementation Plan and actions contained within.

- **Monitor progress** towards attaining the CEP's goal of net zero carbon emissions by 2030.
- **Review and contribute** to council reporting on the CEP implementation progress.
- **Report to the Environmental Officer** with issues, opportunities, updates and actions.
- **Liaise with communications team** during meetings to help define content for the public communication of CEP implementation progress.

8. IWG members are required to:

- Review agendas and supplementary information prior to attending meetings.
- Attend monthly meetings.
- Actively participate and work cooperatively with IWG members.
- Ensure that agreed actions of members are completed in a timely manner.
- Comply with the Town's Code of Conduct.
- Align with the Town's Vision, Mission and Values.
- Ensure information discussed within IWG meetings is not publicised, allowing for Town communication processes and protocols.

9. IWG meetings will be chaired by the Environmental Officer who will convene and facilitate discussions at meetings.

10. Group issues and concerns are to be escalated in the following ways:

- Proposed as meeting agenda item for group discussion
- Direct contact with Environmental Officer
- Direct contact with Chief Operations Officer

11. Overall group oversight is the responsibility of the Town's Chief Operations Officer.

Meetings

Meeting frequency

12. The IWG shall meet monthly to ensure the frequent involvement in the detailed planning of CEP implementation activities. The meeting frequency and timing may be changed, by agreement of the group.
13. Meeting participants will include Town officers and occasional invited guests (external subject matter experts).
14. The IWG shall acknowledge the original custodians of the land at the commencement of each meeting.

15. Decisions of the group will be based on a consensus outcome from the group. If consensus is not reached, the decision will be put to the Chief Operations Officer.

Meeting chair

16. The meeting is to be chaired by the Environmental Officer.
17. A Deputy Chair will also be nominated and appointed

Meeting location

18. Whilst face-to-face meetings are preferred, where necessary these may need to be held online in the current COVID climate.

Meeting agenda and notes

19. An agenda will be circulated to the group at least three (3) working days prior to a scheduled meeting. In the event where review of agenda attachments is required the agenda and attachments will be circulated at least five (5) working days prior to a scheduled meeting.
20. Agenda items can be raised by any member of the IWG, for consideration of the meeting chair at least seven (7) working days prior to a scheduled meeting.

Actions

21. The Town will maintain summary meeting notes of the items discussed at each meeting and the outcomes from discussions (please note verbatim minutes of discussion will not be taken).
22. The notes may be used as the basis for further action by the Town on items. The action notes will be circulated to the group within five (5) working days of a meeting being held.
23. The outcomes of meetings will be included in the CEP Implementation quarterly progress report for presentation to Council.

Quorum

24. A quorum of members will be needed for meetings to proceed. A quorum of the IWG shall be half the total members appointed.