



BYRON SHIRE COUNCIL

CLIMATE CHANGE RISK ASSESSMENT AND ADAPTATION STRATEGY

PROJECT REFERENCE GROUP

CONSTITUTION

Constitution

Climate Change Risk Assessment and Adaptation Strategy Project Reference Group

INFORMATION ABOUT THIS DOCUMENT (INTERNAL USE ONLY)

Date Formed:	14 May 2009	Time Frame to carry out objectives	5 Months
Date Group to be Disbanded	30 September, 2009		
Responsibility	Graeme Williams, Sustainability Officer		
Review Timeframe	N.A.		

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
#828121		
#871010	13/7/09	As per Council request to change the word "Advisory" Committee to "Strategic Planning" Committee 09-347 appointment of Community Representatives

Further Document Information and Relationships

Principal Activity (Management Plan)	Community Planning and Natural Resources
Related Legislation	Local Government Act 1993 Section 451
Related Policies	Code of Conduct Policy 1.8
Related Procedures/ Protocols, Statements, documents	Advisory Committee Constitution Agenda Template for PRG Meetings #811842 Report Template for PRG Meetings #810632 Action List Template for PRG Meetings #811851

Constitution
Climate Change Risk Assessment and Adaptation Strategy
Project Reference Group

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Climate Change Risk Assessment and Adaptation Strategy Project Reference Group

Preamble

The Project Reference Group is a Group formed by the Council or an Advisory Committee of the Council and does not have executive power or authority to implement actions.

The role of the Project Reference Group is to carry out specific objectives as stated in this Constitution.

Objectives

The purpose of the Climate Change Risk Assessment and Adaptation Strategy Development Project Reference Group is:

1. Provide a review and guidance function for the project 'Assessing Climate Change Risks and Adaptation Strategy Development in the NSW Northern Rivers Region' under the Local Adaptation Pathways Programme.
2. Oversee the development of a Climate Change Risk Strategic Planning Policy.

The objectives have been confirmed by Council on the 9 April 2009

Timeframe for Group

The Project Reference Group has five months to complete its objectives.

This group will be disbanded on 30 September 2009.

The Council or Advisory committee may dissolve the Group at any time.

Membership

Membership is to include five members:

- 3 Councillors
 - Cr Jan Barham
 - Cr Patrick Morrissey
 - Cr Basil Cameron
 - 2 interested community representatives
 - Dr Scott Johnston
 - Ms Gayle Russell
 - Staff member
 - Sustainability Officer, Graeme Williams
- * Staff members participating on the working group do not have any voting entitlements.

Members will be appointed by the Strategic Planning Committee or the Council.

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Quorum

A quorum is to constitute at least half the number of members.

3 members (if a total of 5 appointed).

* Staff members are not counted as part of a quorum.

Confidentiality

Members of the Project Reference Group will, in those circumstances where confidential matters are subject to deliberation, maintain confidentiality.

Convenor/Facilitator

The Convenor/Facilitator of the Project Reference Group in most cases will be the staff member unless otherwise decided by the Council or the Strategic Planning Committee.

Voting

Each member of the Group (with the exception of the staff members) is to have one vote. If there is not a consensus on any particular matter it will be referred to the Strategic Planning Committee for determination.

Majority Decision

A requirement that a majority decision of the Group comprises a majority of the invited representative members present and voting on any item subject to the requirements of a quorum being met at the meeting.

Convening Meetings

Meetings to be held as decided by the Council or Strategic Planning Committee.

Reporting

This Project Reference Group reports to the Strategic Planning Committee.

Records of meetings (agenda and reports)

The Convenor/Facilitator of the Group will prepare the Agenda, Progress Reports and Action lists of the Group's meetings formatted in accordance with Council's templates.

The reports of the Group's meeting are public documents and within 10 days after the meeting the report will be placed on Council's Web Page for access by the public and Councillors.

If the time frame allocated to complete the objective(s) is 6 months or more the Group is to provide a progress report quarterly to the Strategic Planning Committee on its progress.

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At the end of the Group's term a final status report be presented to the Strategic Planning Committee on the outcomes of each objective.

Section 377 Delegation

The Project Reference Group does not have any delegated functions pursuant to section 377 of the Local Government Act (1993) and does not have the power to direct staff.

Miscellaneous

Insurance: All group members are covered by the public liability policy of Council. This insurance does not preclude the working group from due diligence and all Council policies must be adhered to.

Code of Conduct: All group members to abide by Council's adopted Code of Conduct at all times.

Pecuniary Interest: Pecuniary Interest may be defined as an interest that a person has in a matter, as a group member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the group member.

Section 446 of the Local Government Act states that:

"a member of a council committee, other than a committee that is wholly advisory, must disclose pecuniary interests.."

Even though the Local Government Act provides an exemption to disclose pecuniary interests Council's preference is for all members to declare pecuniary interests where applicable.