

# CLIMATE FUTURES ADVISORY PANEL TERMS OF REFERENCE



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# 1. BACKGROUND

This Advisory Panel has been established to provide strategic advice. This Advisory Panel has been formed to strengthen the leadership role that the MAV seeks to take in relation to Climate Futures. It has been formed to develop broad and innovative perspectives. The Advisory Panel is guided by MAV priorities outlined in the Strategic Plan 2024-2027.

# 2. PURPOSE

The purpose of a Panel is to draw upon subject matter expertise, experience and networks to inform MAV decision making by sharing knowledge and providing pathways for policy development, input, expert advice and providing regular, formal feedback to the MAV and its members.

# 3. ROLE

The role of the Advisory Panel is to:

- Develop agreed strategies, policies, and initiatives to support MAV delivery of its Strategic Plan 2024-2027.
- Advise the MAV on Climate Futures related issues, activities and opportunities within the local government sector;
- Monitor research on Climate Futures and advise MAV on the implications for policies, trends to be communicated to the sector and priorities for research and action;
- Advise the MAV on the delivery mechanisms necessary for the implementation of the Climate Futures work program;
- Assist the MAV to identify priorities for advocacy to state and commonwealth governments on matters relating to Climate Futures;
- Convey the views and interests of partners and the various related networks to the MAV; and
- Assist MAV consultation processes, submissions and other forms of engagement relating to Climate Futures issues.

The Advisory Panel is not an executive body and does not have the authority to:

- expend money on behalf of the MAV;
- undertake any work on behalf of the MAV;
- commit the MAV to any arrangement;
- consider any matter outside its specific reference;
- direct the MAV in the performance of their duties; or
- represent the MAV in any communication with the public or media without the permission of the MAV.

## 4. MEMBERSHIP

The membership of the Advisory Panel will include a broad range of members who are highly recognised in relevant professional fields and who have demonstrated experience and knowledge in Climate Futures. Such people may include elected members, practitioners, academics and people with specialist expertise.

Membership of the Climate Futures Advisory Panel consists of up to 15 members, including up to four elected representatives.

Key MAV staff will attend meetings as observers or specialist advisors.

## 5. TERM

The Advisory Panel will be convened for a three-year period. Members will be appointed for a term up to three years. Members may be eligible for re-appointment for a further three-year term. Regardless of the date of appointment, the first term of the Panel will end in September 2027.

A person ceases to be a Panel member if they:

- resign;
- are absent from two consecutive meetings without notification; or
- fail to comply with these terms of reference; and
- as an elected member are not qualified to be a Councillor and cease to hold that office.

Any member may resign by giving written notification to the MAV. The Chief Executive Officer may then appoint a new member in consultation with the Board of the MAV.



## 5. RECRUITMENT

Every three years a call for Expressions of Interest will be advertised and promoted to relevant groups and organisations via media, community networks and stakeholders. The call for Expressions of Interest will advise that applications will be assessed according to the selection criteria.

## 6. SELECTION AND SELECTION CRITERIA

An internal assessment of applicants will be undertaken by a selection committee convened by the MAV against the following selection criteria. Panel members must:

- have relevant skills or experience in the relevant priority area;
- provide a statement outlining the reasons they want to sit on the Advisory Panel; and
- provide a list of the skills, knowledge and experience they will bring to the Advisory Panel in service of the local government sector.

## 7. APPOINTMENT

All Advisory Panel members will be appointed by the MAV Board. The MAV may, at its discretion, appoint members to the Panel outside of these terms of reference from time to time.

## 8. CHAIR

The Chair of the Advisory Panel plays a pivotal role in providing guidance and governance into the function of the Panel. A chair will be coopted and appointed by the MAV Board.

## 9. MEETING ADMINISTRATION AND PROTOCOL

The MAV will provide administrative support including:



- scheduling meetings of the Advisory Panel with at least two weeks' written notice to all members;
- compiling and circulating agenda and relevant documents to all members;
- taking and distributing minutes that include attendance, declaration of interest and meeting resolutions;
- coordinating other meeting arrangements and materials; and
- reporting on progress to MAV and the local government sector.

The Advisory Panel will meet approximately three times each year on dates and at places to be set out in advance for each year.

The quorum of a meeting of the panel will be a simple majority. No business of the Advisory Panel will be considered unless a quorum is present.

## 10. CODE OF CONDUCT AND CONFLICTS OF INTEREST

Members of the Advisory Panel must act lawfully, professionally, ethically and with integrity.

Information accessed, discussed, received and used in the Advisory Panel meetings is confidential unless the MAV decides otherwise.

If a Panel member determines that they have a Conflict of Interest in any matter which is to be considered at a meeting of the Committee then that person must:

- disclose the nature of the interest immediately before the consideration or discussion; or
- disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.

While any vote or discussion is taken on the subject matter the member must:

- Leave the room and notify the Chairperson that they are doing so; and
- Remain outside the room and any gallery or other area in view or hearing of the room.

The Chairperson of the Committee must record the declaration and the nature of the interest in the minutes of the meeting. Conflicts of Interest will be reported to the MAV Audit and Risk Committee.

## 11. TECHNICAL WORKING GROUPS

The MAV may establish technical working groups and taskforces to address specific issues and projects. The MAV will invite relevant Council members to be part of these working parties to provide additional expertise where required.

## 12. REPORTING AND REVIEW

The MAV CEO will report on each meeting of the Advisory Panel meeting to the MAV Board. The key activities of the Advisory Panel will be reported in the MAV annual report and through to MAV Board and State Council as appropriate.

## 13. REMUNERATION

The MAV may pay members, other than Elected Members, a sitting fee of no more than \$300 for each meeting they attend. Panel members may be reimbursed out-of-pocket expenses incurred by attending the meetings such as payment for reasonable transport expenses.