

Climate Action Reference Group

Terms of Reference

Purpose

The 24 members Climate Action Reference Group (CARG) will contribute community ideas and information to support development of The City of Melville Climate Action Plan (CAP). The aim is for the CAP to be presented to the Council for endorsement in June 2023.

With the focus on ways to reduce CO₂ emissions and reduce climate change-induced risks and harm, the CARG will also participate in developing ideas and voice priorities for community engagement on climate action.

Role

- Members of the CARG will be updated on actions being taken by the City of Melville to reduce the Council's carbon footprint, and the City will be open to further suggestions and recommendations.
- Members of CARG will hear presentations from a variety of experts to inform them of current climate change vulnerabilities, risks and opportunities for the City of Melville community. Such areas may include water, transport, energy use, waste and recycling, and the built and natural environment. Input and suggestions from the group will be sought, as to priorities and actions the community may consider valuable and important.
- The CARG will provide feedback, communicate priorities and make suggestions about how the City of Melville can engage the community in taking individual and business actions to tackle the problems identified.
- Information from the CARG will be used to assist the Climate Action Officer to develop the City of Melville CAP, which will be presented to the Council for endorsement.
- Ideas for specific actions in the community to encourage climate change action will be identified with input from the CARG. Implementation of specific community actions by the City will be considered after the CAP has been endorsed. This may include ways to engage individuals, businesses and organizations in the community to take action on climate change.
- The CARG will have an opportunity to continue to work with The City on the implementation strategies and priorities.

The CARG Selection Panel

Appointment of members to the CARG will be managed by an assessment process. All candidates will be assessed against the selection criteria and considered by the selection panel.

The selection panel will include:

- Chief Executive Officer or nominated representative
- Councillor nominated by the Mayor
- Chief Sustainability Officer or a nominated member of the Sustainability Team
- Climate Action Community Engagement Officer

A recommendation on the CARG members will be prepared for endorsement by Council. Once the CARG has been appointed, this selection panel will be disbanded.

Membership

Membership is sought based on a broad interest, understanding and commitment to climate change action. A maximum of twenty-four (24) members will be selected from community members who apply via the Expression of Interest application process. To ensure an holistic representation of perspectives, members will be considered from a range of community segments in the City of Melville, including but not limited to the following:

- Community members from each of the six Wards within the City of Melville.
- Representation across demographics of age, gender, cultural and linguistically diverse backgrounds, education levels, disability. If applications are received from people under the age of 18 years, parental/carer permission will be required.
- Representation across homeowners, renters, schools, business services.
- Aboriginal and Torres Strait Islander peoples.
- Community-based organisations including sporting groups, environmental groups and others.

The CARG members have a responsibility to prepare for and attend monthly meetings preferably in person, contribute to discussions and be supportive and inclusive of all attendees. Consultation with other established community groups may be undertaken should the need arise and in consultation with the group.

Term of Membership

Membership will be for a twelve-month (12) period. A member of the CARG is free to resign at any time. Should vacancies arise, due to resignation or inability to attend the minimum number of meetings (50 per cent) during the life of the Group, these shall be addressed through the replacement of an applicant from the CARG pool based on similar demographics. New members can be drawn from the original pool of applicants who were not selected for the CARG and if necessary, via readvertising vacancies.

The CARG will have an ongoing role after the CAP is written and endorsed by the Council. Members of the CARG can re-apply if they wish to continue their role beyond their initial twelve-month (12) period. The aim will be to retain at least 50% of participants and renew the other 50% of the membership.

Meetings

The CARG will be facilitated by the Climate Action Community Engagement Officer, supported by members of the Sustainability team.

Meetings will be held monthly at the City of Melville Civic Centre for a maximum of two hours. There is a strong preference for members to attend in person, but electronic participation will be available if needed. The ongoing dates and times can be changed if agreed to by the whole group and if City staff and rooms are available.

The aim is to have a minimum of 10 meetings per calendar year in 2023, however the initial meetings of the group will occur in 2022. Additional ad hoc meetings may be considered, dependent upon the needs of the group and the availability of the City of Melville staff and members of the CARG.

Meetings will be run in a workshop format and information will be recorded by group members on iPads provided by the City. This information will be collated and fed back to the wider group electronically, before the next meeting.

Members of CARG will hear a range of presentations to inform them of current issues in the local community regarding climate change. These will include information from an external Consultant group engaged by The City to assess current climate change vulnerabilities, risks and opportunities for the City of Melville community. Other experts can be invited to provide information regarding climate change carbon emissions relating to, for example, energy use, transport, waste, the built and natural environments. Relevant reading materials will be provided.

Permission will be requested for photographs of the CARG, to be used by the City of Melville for media purposes. Additional permission must be sought from all members if any individual wants to publicise or use images of participants of the CARG in any public (including social) media.

Roles and Responsibilities

Members of the CARG are to:

1. Provide feedback on community concerns and priorities regarding climate change in the City of Melville and as appropriate, seek further input and suggestions from community networks

2. Participate in feedback to City of Melville-appointed Consultants who have undertaken the climate vulnerability, risks and opportunities assessment for the City
3. Participate in monthly meetings and attend a minimum of 50 per cent of the meetings scheduled over the 12-month period. Attendance in person is preferred
4. Read any provided materials deemed essential for general information and/or effective discussion. Offer suggestions of additional reading materials relevant to the group process
5. Share any information helpful to the functioning of the Group
6. Work collaboratively to help inform and prioritise future actions with and in the community, regarding climate change impacts, ways to reduce carbon emissions and manage risks.
7. Ensure a quorum of at least 50 per cent is present to enable meetings to proceed.

City Officials

The meetings and workshops will be facilitated by the Climate Action Community Engagement Officer, supported by the Sustainability Team. City of Melville Councillors will have an open invitation to attend any meeting as observers only.

The City of Melville will:

1. Organize the meeting venue, equipment and catering
2. Maintain a safe and welcoming environment
3. Maintain focus on the tasks agreed by the group
4. Ensure all participants have opportunity to share their input
5. Raise topics and opportunities for the group to discuss
6. Invite guest speakers and presenters
7. Provide relevant reading material
8. Collect and collate the information from the smaller working groups for feedback to the larger group
9. Distribute any material from the functioning of the meetings
10. Co-ordinate remuneration for meeting attendance

Remuneration

Community members of the CARG will receive an honorarium of \$50.00 for their attendance at each monthly meeting. The City of Melville will request bank account details at the first meeting and Members will be requested to sign an attendance sheet. Light refreshments will be provided at meetings.

Confidential Information

CARG members may be provided with confidential information in various forms by the City of Melville. Information may be marked as confidential or verbally disclosed as confidential. Members must agree to maintain confidentiality concerning all confidential information made available to the CARG, unless written approval is obtained from the City of Melville to do otherwise.

Conflict of Interest

Where a CARG member has an actual or perceived conflict of interest in relation to a matter in which the group is concerned, or is likely to be considered or discussed, the member must disclose the interest to the group before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and such disclosure will be recorded in the meeting minutes.