

TERMS OF REFERENCE

Climate Action Advisory Group

Purpose

- The purpose of the Climate Action Advisory Group is to provide advice to community, and community groups on climate action issues and opportunities from within their realm of experience or expertise, and within the Community's sphere of control and influence
- Maintain a forum for networking, sharing of information and ideas and work collaboratively with the City, and the community, to drive community climate action outcomes

Objectives

- Strengthen community connection between City of Melville staff and active community groups and members; to promote awareness, build community capacity and support positive behaviour change towards sustainability and climate action.
- Provide guidance to community groups in need of expert advice
- Build a network of engaged individuals living locally
- Share research and insights to help drive decision-making at a community level

Membership

- Up to (2) Elected Members
- Up to (2) representative from the Melville Cockburn Chamber of Commerce or similar
- Up to (8) community representatives who will have demonstrated knowledge, skills, or experience in various fields within sustainability, climate action and/or community development, including but not limited to:
 - Energy efficiency and emissions reduction
 - Water management, quality and conservation
 - Biodiversity and ecosystem protection and enhancement
 - Sustainable transport and infrastructure
 - Circular economy and waste management
 - Climate Justice, resilience and adaptation
 - Community engagement, advocacy and/or behaviour change
 - Community development, communications and/or grant writing skills
- Other City officers will be required to attend to provide advisory or business support:
 - Sustainability & Environment Community Officer as administrative support
 - Coordinator of Sustainability & Environmental Education
 - Relevant City staff member/s invited as required
- Recruitment of Community Representatives
 - Community membership is sought based on skills, interest and demonstrated commitment to locally relevant climate action. Community representatives will be chosen via an expression of interest (EOI) process using an independent assessor in consultation with the City.

Term of Membership

The membership of Elected Members within CAAG will be reviewed after every Local Government Election and will be appointed by an absolute majority decision of the Council.

City officer membership will be ongoing for nominated positions within the Group.

Community representative membership is for a two-year tenure period.

Chairperson

- A Chairperson will be selected from Group members nominated to the Group. If the Chairperson is not present at a meeting, another relevant CAAG member can be appointed to chair that meeting, and this will be noted in the minutes.

The Chairperson will:

- ensure an efficient and effective meeting process.
- foster a positive culture within the Group that provides an opportunity for all attendees to participate effectively within, promoting open and honest dialogue, encourage relevant questioning.
- ensure the clarity of the roles of Elected Members and Officers; and
- ensure clarity of the communications to City Administration.

Meeting Schedule

- Meetings to be held quarterly, in February, May, August and November, with scope to modify dates or arrange additional meetings should urgent matters need to be discussed.
- Held at the City of Melville EcoHub or other City facilities.
- A quorum of five representatives will be required for meetings to go ahead. In the event that fewer than five representatives have confirmed their attendance, the meeting will be rescheduled.
- Summary notes with relevant updates from the City will be circulated by the Sustainability & Environmental Community Officer
- Agendas and relevant documentation will be circulated by City staff at least one week prior to the meeting.
- A link will be provided for those who wish to attend online.

Delegated Authority

There is no delegated power or authority associated with this Group.

Group Governance

- All Members are expected to attend, prepare and participate in meetings, in person or virtually.
- Appointed representatives are expected to:
 - Represent community views and provide information and advice on items within their areas of expertise relative to the group's purpose
 - Attend a minimum of three meetings in a calendar year. Failure to meet this expectation will result in termination of appointment unless prior arrangements are made with the City.

Remuneration

Community Representative members will be remunerated by the City of Melville (\$100/session)

Administration

The Sustainability and Environmental Community Officer will:

- be responsible for coordinating meetings.
- circulate an agenda before each meeting to all members and other required officers.
- take notes of the meeting, including actions to be taken, and register meeting minutes in the City's Document Management System

Agenda Setting

Items for inclusion on the agenda are to be sent to the amy.warner@melville.wa.gov.au for scheduling.

Code of Conduct

Elected Members are bound by the City of Melville Code of Conduct for Elected Members, Committee Members and Candidates.

Officers are bound by the City of Melville Code of Conduct Employees.

Conflicts of Interest

Advisory Group members must not use their position as a means of making personal gain. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion.

Members must declare any conflicts of interest at the start of each meeting or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes.

Where a conflict of interest or potential conflict of interest is identified and/or registered, the group member concerned must follow the advice of the Chairperson who shall advise the member to:

- leave the room while the item is discussed,
- abstain from speaking on the matter, other than expressly invited to do so by the Chairperson with the consent of the other members, and
- to abstain from voting on the matter.

If a member declares themselves to have a conflict of interest, confidentiality will be respected.

Officers and Elected Members involved in the advisory group must consider their relevant code of conduct with regard to conflicts of interest.