

Terms of Reference – Climate Change Action Plan Community Reference Group (CCAP CRG) 2019-2020

Purpose

Bass Coast Shire Council is developing a 10 year plan to respond to the declaration of a climate emergency and will guide the Council and its community, towards net-zero emissions and prepare our community for the impacts of climate change.

Vision

The vision for the Climate Change Action Plan Community Reference Group, is for an evidence based Climate Change Action Plan;

- to ensure that Bass Coast Shire achieves net zero emissions by 2030 and prepares itself for the impacts of climate change, and
- That the community are empowered to take action to reduce its carbon emissions and prepare itself for the impacts of climate change.

The Community Reference Group will provide Council with information and feedback to assist the development the Climate Change Action Plan 2020-2030. The CCAP CRG will act as a resource to Council on options, actions and community sentiment on responding to climate change and its impact to the Bass Coast region.

Governance

A governance structure has been created to seek to deliver the best outcomes possible in the most collaborative working arrangements for the benefit of the community.

CCAP CRG member responsibilities

- Provide advice and expertise on the development of the Bass Coast Shire Council's Climate Change Action Plan 2020-2030.
- Provide advice and assistance with the implementation of the Community Consultation and Engagement Plan, to be delivered by consultants acting on behalf of Council.
- Assist Council to identify actions and solutions for responding to climate change in Bass Coast Shire Council.
- Be representative of the community, in providing advice and feedback through the CRG to inform the development of the CCAP.

- Ensure that any sensitive or confidential information and documentation remains within the membership of the Committee.
- Advocate for action on climate change by the community of Bass Coast.

Areas outside the Committee's responsibility

- The CRG is not responsible for involvement in the day-to-day operational issues related to the service provision of Council. Members of the CRG have the same right to all community members to raise issues of concern through the appropriate Council system.
- The CRG is not a decision making Committee and has no responsibility for Council Budget.
- Members of the CRG do not have media responsibility unless specifically requested by Council (individuals may approach the media, however not as representatives of the CRG).

Membership

Membership of the CRG will ideally cover a broad range including industry, sectors, age, gender, ethnicity and geographical area in Bass Coast Shire. The CRG will include approximately 17 people.

Membership will comprise:

- Councillor/s
- Community representatives (5)
- Community Organisation /Group representative (3)
- Council Staff (2)
- Council appointed consultant/s (1-2)
- Regional representative – Sustainability Victoria or DELWP (1)
- Sector representatives (3) – Rural/agriculture, Tourism, Retail, Transport, Education, Health, Construction/Development.

Terms of Reference

The term of office for each CRG representative member will be for the length of the project (approximately 6 months), proposed completion date July 2020.

Members who do not attend three (3) meetings in a calendar year, without notification and apology will be deemed to have resigned from the CRG and a casual vacancy will result. If a casual vacancy occurs, it will be filled at the discretion of the Council representative.

Method of nomination

- Bass Coast Shire Council will seek Councillor/s representative for the CRG.
- The Council staff members in the positions of Project Manager Climate Change Action Plan development and a member of the Council's Project Control Group, will be appointed as Council staff members of the CRG.
- Nominations for the positions of community representatives and community organisation/group representatives will be called for by public notice. Nominees will be required to complete a nomination form outlining their skills and areas of interest.
- Nominations for the positions of sector representatives will be invited to nominate for the position through a direct letter of invitation as well as public notice. Nominees will be required to complete a nomination form outlining their skills and areas of interest.
- Where the nominations received are greater than the vacancies available, appointments will be made by Council, based on the person or organisation most suited to represent people living, working and studying in, or visiting Bass Coast Shire.
- Council may vary the number of Committee members based on the strength of the nominations received.

Meetings

- Meetings will be held once a month for 1.5 hours on a day agreed upon by the CRG members, for the duration of the project to develop the Climate Change Action Plan.
- At least 6 CRG meetings will be held between January to June 2019, whilst the project is underway.
- CRG members will be notified of the meeting by email and requested to provide apologies if unable to attend.
- Minutes will be circulated to all CRG members.
- CRG members must submit agenda items prior to the meeting, where possible.

Pecuniary interests/conflict of interest

- Members of the CRG must disclose and pecuniary interest to ensure there is no conflict of interest.

Support

- Administrative support for the CRG meetings will be provided by Council.
- Refreshments for meeting attendees will be provided by Council and will cater for any dietary requirements, where appropriate.
- Community representatives will be registered as Council volunteers and covered by Council insurance while on official CRG business.

- CRG members will be offered opportunities to participate in the broader Community consultation and engagement.
- CRG may request additional support which they believe will improve their ability to fulfil their role to the Committee, at any time during their term of membership.