



## **TERMS OF REFERENCE - Community and Business Reference Group (CBRG)**

### **INTRODUCTION**

The Town of East Fremantle, in conjunction with the State Government, is developing a Coastal Hazard Risk Management Adaptation Plan (CHRMAP) to identify key assets along the river foreshore and measures the Town will take to preserve them against the impact of coastal hazards.

The study area for this project is located on Whadjuk Noongar land within of the Town of East Fremantle, some 3km of foreshore between Petra Street to the north-east and East Street to the south-west. The foreshore has interactions with many landmarks and recreational features including the John Tonkin Reserve, Swan Yacht Club, East Fremantle Yacht Club, several outdoor sporting grounds, hospitality venues and several boating moorings and jetties.

In recent years the foreshore has experienced an increase in flood events and inundation within the study area, further highlighting the need for the Town, alongside the community, to think deeply as to how to mitigate these hazards. These coastal assets, including recreational spaces, businesses and environmental assets, will face increased pressure in the future from the effects of both human and environmental events.

The Community and Business Reference Group (CBRG) is to be formed to assist Council with local challenges and opportunities that could be realised in the future East Fremantle CHRMAP. CBRG will assist in identifying coastal values and hazards within the project area, as well as prioritising responses to potential hazards identified. The reference group will represent community and local businesses capacity to meet the needs and challenges of the future.

### **PURPOSE**

The purpose of the CBRG is to support the Town's efforts to develop the East Fremantle CHRMAP by attending several collaborative workshops alongside broader community engagement undertaken by the Town.

### **MEMBERSHIP**

The CBRG will include:

- Up to three (3) members of the established Climate Action Reference Group (CARG)
- Up to three (3) community members with an established connection to the East Fremantle foreshore, selected through public Expression Of Interest process
- Up to twelve (12) directly invited representatives from community, sporting and businesses located within the project area whose activities and assets may be affected by coastal hazards.

Vacancies for community representatives will be advertised by the Town of East Fremantle for a minimum period of ten (10) days. It shall be a prerequisite that community representatives live, work or have an active interest in the Town of East Fremantle, unless as otherwise appointed by Council due to services or expertise which is considered to add to the proficiencies of the Reference Group. Positions are voluntary and no meeting fee is paid, however, refreshments will be provided.

### **RESPONSIBILITIES**

The Responsibilities of this reference group include:

- providing a forum where coastal hazard issues and needs relating to the Town can be raised and discussed
- providing advice, recommendations and assistance to Council in relation to the development and formation of the Town of East Fremantle CHRMAP coastal values
- assisting the Town in determining actions and solutions related to mitigating and adapting to coastal hazards in the Town of East Fremantle

- representing the community, by providing feedback, advice and opinion in the development of the Town of East Fremantle's CHRMAP
- advertising any ongoing engagement activities through local member networks.

## **POWERS OF THE CBRG**

The Community and Business Reference Group is an informal working group appointed by the Council. CBRG does not have executive powers or authority to direct Council or implement actions in areas over Council or administration. The reference group does not have any delegated decision making or financial responsibility.

- CBRG has no involvement in the day-to-day functions of the Council
- The group will meet in regard to mitigating and adapting to the effects of coastal hazards in the Town of East Fremantle only
- Members of the group have the same rights to all community members to raise issues of concern through the appropriate Council system
- Members of CBRG do not have responsibility for posting material (social or otherwise) from the perspective of the Town unless requested by the Town to do so. Individuals in the reference group may approach the media, however not as a member of the reference group
- All members of the CBRG are required to adhere to the Council's Code of Conduct at all times.

## **EXPERTISE**

Representatives must:

- Demonstrate interest in and/or experience/knowledge of one or more areas within environmental sustainability or climate change
- Have the ability to work and operate in a team environment to achieve desired objectives.

## **MEETINGS**

- The reference group will determine the number of times it meets, but this should not be less than 4 times a year
- Meetings may be attended in person, or by video conference, as required
- Each meeting will have an agenda, which must include:
  - Welcome and Acknowledgement of Country
  - Attendance & Apologies
  - Disclosure of Interests
  - Presentations
  - Confirmation of minutes
  - Matters arising from minutes
  - Reports
  - Closure

## **AGENDA**

Members of the CBRG can ask for any item relating to the core business of the group to be placed on any agenda.

## **STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by the CBRG will assist the Town of East Fremantle in achieving the following objectives as noted in the Strategic Community Plan 2017-2027;

### ***"Strategic Priority 4: Natural Environment***

*4.3 Acknowledge the change in our climate and understand the impact of those changes.*

*4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts."*

## **CODE OF CONDUCT**

Members of the reference group are bound by Council's Code of Conduct and Media Policy 4.4.1, which applies to Volunteers of the Town.