

1. Introduction

On the 19th of November 2019 at the Ordinary Council meeting, the Town of East Fremantle recognised the Climate Emergency and supports the call to action for all levels of government in the goal of minimising the impacts of climate change. Furthermore on the 17th of March 2020 as a result of the Annual Electors meeting, the Town resolved to develop a Community Climate Action Plan (CCAP). The CCAP will include actions and strategies for the reduction of community wide greenhouse gas emissions and prepare the Community and Council to adapt and become resilient to the impacts of climate change. The Town acknowledges that climate change is a result of human behaviours, pollution and that consumption patterns have both immediate and long term effects on the climate and the environment. The Town of East Fremantle supports the Western Australian Local Government Association declaration on climate change and commits to reviewing and setting appropriate emissions reduction targets based on scientific measurable data. The Town of East Fremantle aims to empower the local community including local businesses through strategies formulated in the CCAP on how to mitigate and adapt to the impacts of climate change.

The Climate Action Reference Group (CARG) is to be formed to assist Council with local challenges and opportunities that address the issues raised because of climate change, through measurable outcomes as outlined in the CCAP. CARG will assist in identifying targets, corporate projects, and actions that the Town can undertake itself, with community and local businesses to build the community's capacity to meet the needs and challenges of the future.

2. Purpose

To establish a CARG and set the terms of reference for the CARG to ensure a CCAP is developed and supported in the long term to support Council's efforts with local level climate change adaptation. As well as advance ways to mitigate the Town of East Fremantle's corporate and community greenhouse gas emissions currently and into the future.

3. Membership

The CARG will include:

- 3.1 Up to three (3) elected members to provide guidance to the Group, with one Councillor acting as Chair of the Reference Group and one acting as a Proxy.
- 3.2 CEO and/or Proxy.
- 3.3 A total of up to ten (10) community, relevant industry or subject matter experts to assist with the development of the Town of East Fremantle Community Climate Action Plan.
- 3.4 Up to two (2) designated Town of East Fremantle employees be appointed to act as technical advisor to the Group.

Vacancies for Community representatives will be advertised in a local newspapers and on the Town of East Fremantle social media pages for a minimum period of fourteen (14) days. A report will be prepared for Council outlining the applicants and selection and appointment will be made by Council. It shall be a pre-requisite 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 on Committee are voluntary and no meeting fee is paid, however, refreshments will be provided.

4. Responsibilities

The Responsibilities of this Reference Group include:

- 4.1 Providing a forum where climate change issues and needs relating to the Town can be raised and discussed.
- 4.2 Provide advice, recommendations and assistance to Council in relation to the development and formation of the Town of East Fremantle Community Climate Action Plan.
- 4.3 Assist the Town in determining actions and solutions related to mitigating and adapting to climate change in the Town of East Fremantle.
- 4.4 Locating and sharing research or other documents as determined by the Reference Group members.
- 4.5 Represent the community, by providing feedback, advice and opinion in the development of the Town of East Fremantle's Climate Change Action Plan.

5. Powers of the Climate Action Reference Group

The Climate Action Reference Group is an informal working group appointed by the Council. CARG does not have executive powers or authority to direct Council or implement actions in areas over Council or administration which the CEO has responsibility. The Reference Group does not have any delegated decision making or financial responsibility.

- 5.1 CARG has no involvement in the day to day functions of the Council, the Committee will meet in regards to mitigating and adapting to the effects of climate change in the Town of East Fremantle only.

- 5.2 Members of the group have the same rights to all community members to raise issues of concern through the appropriate Council system.
- 5.3 Members of CARG do not have responsibility for posting material (social or otherwise) from the perspective of the Town unless requested by the Town (individuals in the Reference Group may approach the media, however not as a member of the Reference Group) to do so.

6. Expertise

- 6.1 Industry or service sector representatives must:
 - 6.1.1 Demonstrate experience and knowledge of one or more areas within environmental sustainability or climate change.
 - 6.1.2 Have the ability to achieve objectives in a team environment.
- 6.2 Community representatives must:
 - 6.2.1 Demonstrate interest in and/or experience/knowledge of one or more areas within environmental sustainability or climate change.
 - 6.2.2 Have the ability to work and operate in a team environment to achieve desired objectives.

7. Meetings

- 7.1 The Committee will determine the number of times it meets, but this should not be less than 4 times a year.
- 7.2 Meetings may be attended in person or by video conference.
- 7.3 Each meeting will have an agenda, which must include:
 - 7.3.1 Welcome & Acknowledgement of country
 - 7.3.2 Attendance & Apologies
 - 7.3.3 Disclosure of Interests
 - 7.3.4 Presentations
 - 7.3.5 Confirmation of minutes
 - 7.3.6 Matters arising from minutes
 - 7.3.7 Reports
 - 7.3.8 Closure
- 7.4 A quorum of the meeting must be established prior to a meeting being undertaken. A quorum must be a minimum of one (1) Councillor and 50% of active Reference Group members. The committee is responsible for ensuring a record of its meeting is kept. At a minimum such record must contain:
 - 7.4.1 The persons present at the meeting;
 - 7.4.2 A brief summary of matters discussed; and

7.4.3 Any agreements or conclusions reached and any recommendations which the Working Group has requested be taken to the Council or a Committee meeting by a Council Member or a Council Officer.

7.5 For a decision to be passed as a recommendation from the CARG a majority decision must be carried at the meeting. Voting will be one vote per members, including the Councillors, with a casting vote given to the Chair of the Reference Group. Town's staff are technical advisor only and will not have any vote on the Reference Group.

8 Agenda

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

9 Strategic Alignment

The specific tasks and actions undertaken by the CARG 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.”*

10 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.