

CLIMATE ACTION AND SUSTAINABILITY WORKING GROUP

- TERMS OF REFERENCE -

Working Group Purpose (Introduction)

The purpose of the Climate Action and Sustainability Working Group (CASWG) is to (1) provide a forum for community representatives, community groups, local organisations, Council Members and City officers to focus on sustainability issues and opportunities and (2) contribute community ideas and information to support the City of Bunbury's (City) direction on sustainability and climate action.

Terms of Reference (Role of the Working Group)

The role of the CASWG is to:

- a) Receive updates and provide input on the City's Sustainability and Environmental Strategy, the Sustainability and Environmental Action Plan and other related plans.
- b) Provide advice on sustainability issues and opportunities, from within their area of experience and expertise.
- c) Maintain a forum for networking and sharing of ideas and opportunities for collaboration with community and corporate stakeholders.
- d) Participate in community consultation opportunities and strengthen community connections, awareness and education around sustainability and climate action.
- e) Form recommendations on sustainability actions, which can be presented to Council, where appropriate.
- f) Represent the interests of relevant local groups.

Working Group Members (voting)

The working group's voting membership will comprise of representatives of the Bunbury community, and relevant community groups and local organisations.

- Community representatives are individuals who have skills, knowledge, expertise in climate action and sustainability and will play an important role in conveying information between the general community and the working group.
- Community group or organisation representatives will convey information between those groups and the working group.

(i) Community Members

Up to seven community members, who will have knowledge or experience in:

- Energy 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 and behaviour change

(ii) Council Membership

- Two elected members

Working Group Members (non-voting)

(i) Support Staff

- Manager Projects and Asset Management
- Environment and Sustainability Coordinator
- Environmental Sustainability Officer

The working group may appoint alternative/additional ambassadors and community group representatives as required. Other relevant stakeholders may be invited to meetings as required.

Meeting Details

Each meeting will be chaired (on a rotating basis) by a nominee from the voting members of the working group. The working group will meet as required, with a minimum of once every six-months and maximum of once a month at the City of Bunbury Civic Administration Building.

Communication with Councillors

Meeting minutes will be submitted to the working group for endorsement, and will then be reported to Councillors for noting, via the City Councillor Portal.

Where appropriate, the working group may formulate recommendations to the organisation, who in turn detail those recommendations and comments within formal reports to Council or a Committee.

A flow diagram for the above-mentioned process is provided at Attachment 1.

Delegation of Authority

The working group will operate outside of the provisions of the *Local Government Act 1995* (i.e. it is not a City formal committee) and will have no (decision-making) authority. The working group will provide advice and recommendations only.

Voting

Formal decisions made by the working group will be made by simple majority of the voting members in attendance. Where multiple representatives of one community group are present at a meeting, only one nominated member from the group may participate in voting. City support staff are non-voting members.

Quorum

The quorum for any meeting of the CASWG shall be five working group members, including Councillor members. Working group members may participate in a meeting remotely via online communication and shall be entitled to vote or be counted in the quorum.

Term of Office

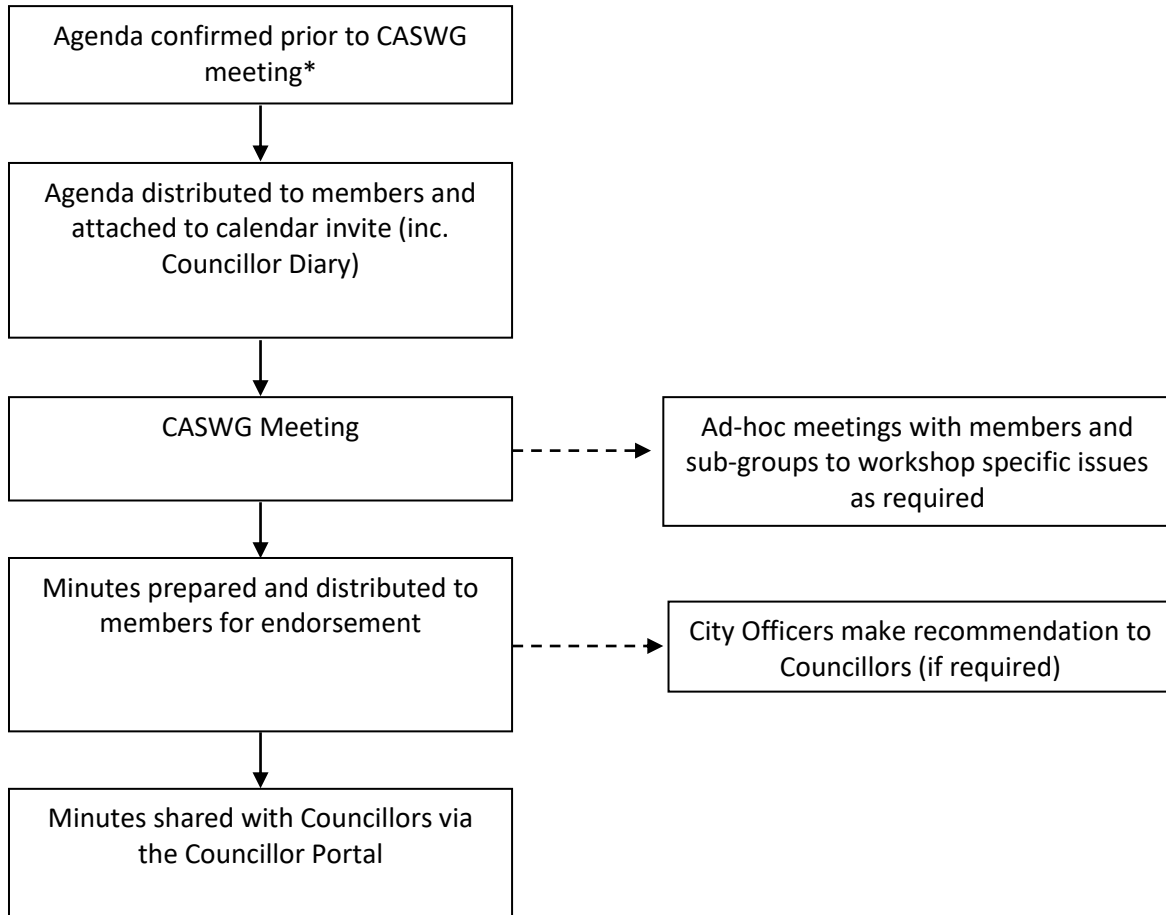
Working group members will not be subject to a formal term of office.

Conflict of Interest

Conflicts of interest will be managed as required. Working group members will be required to declare actual and perceived conflicts of interest and abstain from voting on related matters.

ATTACHMENT 1.

Climate Action and Sustainability Working Group (CASWG) Communication Flow Diagram



*Open to all working group members to submit items for agenda