

SOUTH EAST REGIONAL ENERGY GROUP TERMS OF REFERENCE

TERMS OF REFERENCE South East Regional Energy Group

DEFINITIONS AND INTERPRETATION

SEREG: refers to the South East Regional Energy Group

Partner Local Governments: refers to the City of Armadale, the City of Gosnells and Shire of Serpentine Jarrahdale

The Plan: the Switch your thinking 2020/21 to 2024/25 Business Plan

1. PURPOSE

The South East Regional Energy Group (SEREG) comprises representatives of the City of Armadale, City of Gosnells and Shire of Serpentine Jarrahdale working in partnership to reduce regional greenhouse gas emissions through the implementation and review of the Switch your thinking Business Plan.

2. SCOPE

A Memorandum of Understanding exists between the three Partner Local Governments outlining the roles and responsibilities of each party.

The SEREG, through the Switch your thinking program, seeks to reduce regional greenhouse gas emissions by:

- Increasing resource efficiency and environmental awareness in the community and local government stakeholders including educational initiatives
- Trialling new technologies and efficient operational processes
- Supporting the community and local government staff to adopt low-emission practices and technology
- Assisting Partner Local Governments to implement corporate greenhouse gas abatement strategies, forging partnerships with businesses, government agencies and community groups
- Leading by example through best-practice and quantifiable emissions abatement

The SEREG budgets for and seeks funding and in-kind contributions to support the Program's operating and implementation costs. In addition to monies provided by Partner Local Governments external funding opportunities include:

- State and federal government grants
- The 'sale' of corporate sponsorship packages to the private sector
- Intellectual Property Licence Fees from other local governments using Switch your thinking branding and replicating Switch your thinking projects

3. OBJECTIVES

1. Increased understanding and capacity for energy conservation and greenhouse gas emissions reduction in the community, both directly and through the leadership of Partner Local Governments and project partners.
2. Achieve corporate greenhouse gas emissions reductions in Partner Local Governments.

4. MEMBERSHIP

Membership will comprise:

- A Councillor delegate from each partner local government, and a deputy
- Relevant senior staff member from each partner local government (Non-voting)
- Senior environmental services staff members from partner local Governments are to attend (Non-voting)
- The Switch your thinking Program staff (Non-voting)

Amendment to SEREG membership will be by endorsement of the Partner Local Governments.

5. MEETINGS

- 5.1 Partner Local Governments will assign Councillor Delegates and deputies immediately following local government elections.
- 5.2 At the first meeting of the Group following local government elections, the members of the Group shall elect a chairperson and deputy chairperson from amongst Councillor Delegates.
- 5.3 The elected Chairperson shall retain that position until the next ordinary local government elections.
- 5.4 Where the position of Chairperson becomes vacant, the Group will elect a replacement at the meeting immediately following the vacancy.
- 5.5 If the Chairperson is absent from a meeting the members present will elect, prior to the commencement of any business, a temporary Chairperson from the present Councillor delegates.
- 5.6 The Group will meet at least five (5) times per year at the offices of the City of Armadale, City of Gosnells and Shire of Serpentine Jarrahdale, on a rotating basis
- 5.7 Notice of meetings shall be given to members at least five (5) working days before each meeting.

6. QUORUM

- 6.1 A minimum of two (2) Councillor Delegates, will be required as a quorum for meetings.
- 6.2 A minimum of two (2) Councillor Delegates must be in agreement when making decisions or recommendations relating to the budget.
- 6.3 If a quorum has not been established within 30 minutes of the due meeting time, the meeting will be adjourned and rescheduled to a later date.

7. VOTING

- 7.1 Each Partner Local Government, has one vote through its Councillor delegate.
- 7.2 Partner Local Government Officers delegates and Switch your thinking staff do not have voting rights.

8. AGENDAS AND MINUTES

- 8.1 The Switch your thinking Program Coordinator will prepare and distribute, no less than five (5) working days prior to the next meeting, the meeting agenda and associated documents.
- 8.2 The Switch your thinking Program Coordinator will ensure that meeting minutes are prepared as an accurate record of each meeting's proceedings.
- 8.3 The Minutes of the meeting shall include:
 - (a) The names and positions of the members present at the meeting
 - (b) Where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting
 - (c) Details of each motion moved at the meeting, the mover, the seconder, and the outcome of the motion
 - (d) Details of each decision made at the meeting
- 8.4 A copy of the meeting minutes will be provided to SEREG members to be distributed to Partner Local Governments via normal channels within ten (10) working days of the meeting.

9. AMENDMENTS TO THE TERMS OF REFERENCE

Any amendment to the SEREG Terms of Reference must be endorsed by the Group at a formal meeting and, subsequently, by each of the three (3) partner Councils.

10. DURATION

These Terms of Reference will be reviewed in 2025 and every five (5) years thereafter or as required.