

**REGIONAL CLIMATE ADAPTATION GROUP (RCAG)**  
**for the**  
**DEVELOPMENT OF THE REGIONAL CLIMATE ADAPTATION STRATEGY (RCAS)**

**GROUP GUIDANCE PRINCIPLES**

<b>1. Classification</b>	Multiple Stakeholder Reference Group
<b>2. Vision</b>	To develop a strategy that assists communities, Government and organisations within the Grampians Region respond and adapt to climate change now, so as to be better prepared for the future.
<b>3. Definitions</b>	<p>In these Guidance Principles-</p> <p><b>Group</b> means the Central Highlands Regional Climate Adaptation Group and/or Wimmera Regional Climate Adaptation Group.</p> <p><b>Department</b> means the Department of Environment, Water, Land and Planning or its successor.</p> <p><b>Appointment and Remuneration Guidelines</b> means the Government's Appointment and Remuneration Guidelines, including updates.</p> <p><b>Member</b> means a member of the Group and includes reference to the co-Chairpersons unless the contrary intention is expressed.</p> <p><b>Public sector employee</b> has the meaning given in section 4(1) of the Public Administration Act 2004.</p>
<b>4. Scope</b>	<p>The function and responsibility of the RCAG:</p> <ol style="list-style-type: none"> <li>i. Engage others in your organisation, networks and community to ensure a community-led approach to adaptation planning in the Grampians region;</li> <li>ii. Provide technical advice or knowledge based on your area of expertise;</li> <li>iii. Work collaboratively with the other members of the RCAG to contribute and comment on various documents including: <ol style="list-style-type: none"> <li>a) Annual delivery plan for 2020, by end of Q1, 2020;</li> <li>b) Draft RAS by end Q3, 2020;</li> <li>c) Final RAS by end Q4, 2020; and</li> <li>d) Annual delivery plan for 2021 by end of Q1, 2021.</li> </ol> </li> <li>e) Work collaboratively with the other members of the RCAG to prepare annual adaptation delivery plans;</li> <li>f) Dedicate at least one day per month of your time for meetings, meeting pre-reading and engagement with stakeholders.</li> </ol>
<b>5. Membership</b>	<p>Ideally members will have representation in the following stakeholder groups:</p> <ul style="list-style-type: none"> <li>• Agriculture/Primary Production</li> <li>• Biodiversity</li> <li>• Business/Economic/Industry</li> <li>• Community</li> <li>• Education and Training</li> <li>• Emergency Management</li> <li>• Health and Human Services</li> <li>• Infrastructure – Built Environment (including housing)</li> <li>• Local Government</li> </ul>

	<ul style="list-style-type: none"> <li>• Sustainability</li> <li>• Tourism</li> <li>• Traditional Owners</li> <li>• Transport</li> <li>• Water</li> <li>• Youth</li> </ul>
<b>6. Chairpersons</b>	<p>A member may nominate to Chairperson or co-chairperson the group. The role of the Chairperson includes:</p> <ol style="list-style-type: none"> <li>a) Chairing meetings of the Group;</li> <li>b) Providing leadership and overseeing the performance of the Group's functions and delivery of its accountabilities;</li> <li>c) Approving the agenda and minutes of the meeting prior to circulation to members and other meeting attendees;</li> <li>d) Ensuring Group meetings are called and held in accordance with these group guidance principles; and</li> <li>e) Co-ordinating requests from members for information and advice from subject matter experts and presenting information and advice to the Group.</li> </ol>
<b>7. Meeting Procedure</b>	<ol style="list-style-type: none"> <li>i. The Group is expected to meet for approximately one day every four weeks.</li> <li>ii. The Group will primarily meet in Ballarat/Horsham; however, members may be required to travel for attendance at collaborative meetings with the Wimmera/Central Highlands RCAG in Ararat.</li> <li>iii. Members are expected to attend a minimum of 75% of monthly meetings within a 12-month period. If three (3) consecutive meetings are missed without a formal apology before each meeting, the group can relieve the member of their position.</li> <li>iv. Meetings of the Group may be conducted in a manner determined by the co-chairperson subject to these Guidance Principles.</li> <li>v. The quorum of a meeting consists of a majority of members presently appointed to the Group.</li> <li>vi. The Group must aim for consensus in its decision-making. In the absence of agreement, decisions of the Group will be made by the majority of the members present and able to vote at that meeting. Dissenting views must be recorded in the minutes.</li> <li>vii. If both co-chairpersons are absent, the members present at a meeting may elect from the members present a member to preside at that meeting.</li> <li>viii. Each co-chairperson, or presiding member, must ensure, as far as practicable, that every member has adequate opportunity to participate in discussions.</li> </ol>
<b>8. Timeline for involvement</b>	<p>Initially until December 2020. This date corresponds with the timeframe for the development of the five-year Regional Climate Adaptation Strategy. Annual Delivery Plans will occur each year of the five-year period. Membership may change over this time.</p>
<b>9. Vacating a position</b>	<p>An RCAG member may vacate their position in writing to the Chair. An EOI nomination process will be undertaken to fill the vacancy.</p>
<b>10. Accountability of committee and committee members</b>	<p>Working group members are accountable to their respective agencies, organisations, and to the agreed collaborative approach.</p>
<b>11. Standards of</b>	<ol style="list-style-type: none"> <li>i. The RCAG must demonstrate values, principles and integrity</li> </ol>

<p><b>Conduct</b></p>	<p>requirements as reflected in the Public Administration Act 2004. It includes elements that are essential to good public sector governance, consisting of:</p> <ul style="list-style-type: none"> <li>• Acting with honesty; integrity; accountability; responsiveness; impartiality; respect; and leadership;</li> <li>• Limits on accepting or offering gifts in your role as a RCAG member;</li> <li>• Declaring conflicts of interest so the Group can determine how to manage them in a public interest;</li> <li>• Maintaining confidentiality and the proper use of information; and</li> <li>• Following the Group’s policies.</li> </ul> <p>ii. All RCAG members are expected to behave in a professional manner and demonstrate the above standards of conduct. Inappropriate behaviour will be managed in accordance with the relevant behaviour policy. Inappropriate behaviour includes misconduct, discrimination, harassment (including sexual harassment), bullying, victimisation, vilification and breaches of human rights.</p>
<p><b>12. Conflict of Interest</b></p>	<p>iii. In these Guidance Principles:</p> <p>a) ‘<b>conflict of interest</b>’ is a conflict between a member's public duty to act in the best interests of the Group and their private interests. It includes a <b>conflict of duty</b>, which is a conflict between a member's public duty to act in the best interests of the Group and their duty to another organisation (e.g. due to their role as a board member or employee of that organisation).</p> <p>b) a private interest:</p> <ul style="list-style-type: none"> <li>• may be <b>direct</b> or <b>indirect</b>; and</li> <li>• can be <b>pecuniary</b> (financial) or <b>non-pecuniary</b> (non-financial), or a mixture of both. A non-pecuniary interest may arise from personal or family relationships or from involvement in sporting, social, or cultural activities, etc.</li> </ul> <p>c) a conflict of interest exists whether it is:</p> <ul style="list-style-type: none"> <li>• <b>real</b> (i.e. it currently exists);</li> <li>• <b>potential</b> (i.e. it may arise, given the circumstances); or</li> <li>• <b>perceived</b> (i.e. members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the member’s performance of his/her duty to the Committee, now or in the future).</li> </ul> <p>iv. At the commencement of each meeting, either co-Chairperson must enquire of all members whether there is any potential for a conflict of interest to arise in respect to any item on the meeting agenda or any matter to be discussed and an interest held by a member.</p> <p>v. A member who has a conflict of interest in a matter being discussed at a meeting of the Group must declare the nature of the interest:</p> <p>a) at the commencement of a meeting; or</p> <p>b) if they become aware of an interest during discussions, as soon as possible after becoming aware of the interest.</p> <p>A declaration must be made even if the interest is already recorded in the Group’s Register of Interests.</p> <p>For further information, please request a copy of the Conflict of Interest document from a DELWP staff member.</p>
<p><b>13. Project Control Group</b></p>	<p>The Project Control Group (PCG) consists of DELWP staff. The role of the PCG is to:</p>

	<ul style="list-style-type: none"> <li>i. Ensure the objectives of the Supporting Our Regions to Adapt program are met through a community-led approach to regional climate change adaptation planning;</li> <li>ii. Report periodically to DELWP Climate Change Division on progress;</li> <li>iii. Monitor the project budget and ensure any procurement is in line with Victorian Government policies and procedures;</li> <li>iv. Resolve issues unable to be resolved by the RCAG.</li> </ul>
<b>14. Confidentially and Privacy</b>	<ul style="list-style-type: none"> <li>i. The Group must have processes in place to ensure that its members, in the course of their duties on the Group, comply with the requirements imposed by or under the Privacy and Data Protection Act 2014 as if the Group is a public sector agency for the purposes of that Act.</li> <li>ii. A member must not, except to the extent necessary – <ul style="list-style-type: none"> <li>a) To exercise functions under this Guidance Principles; or</li> <li>b) To give any information that he or she is expressly authorised, permitted or required to give under Guidance Principles – to any other person, whether directly or indirectly, any information acquired by him or her by the reasons of being a Member.</li> </ul> </li> </ul>
<b>15. References</b>	<p><b><u>Guidance Notes for the RCAS</u></b></p> <p>Appointment and Remuneration Guidelines -  <a href="https://www.vic.gov.au/guidelines-appointment-remuneration">https://www.vic.gov.au/guidelines-appointment-remuneration</a></p>
<b>16. Remuneration &amp; Expenses</b>	<p>Subject to the Appointment and Remuneration Guidelines, members who are not otherwise employed are entitled to receive remuneration for their service on the Group upon request, as set out in their instrument of appointment.</p> <p>To claim for remuneration and expenses, please talk to one of the team members in the Grampians Community and Partnership Programs team.</p>