



Environment and Sustainability Advisory Group Terms of Reference (Draft)

1. Establishment

The Environment and Sustainability Advisory Group was established by the City of Karratha on 27 January 2016, Council resolution number- xxxxxxxxxx.

2. Scope

The overall scope of the Environment and Sustainability Advisory Group is to:

Provide advice and make recommendations relating to;

- 2.1 Implementation of the City's Environmental Strategy and in particular advice as to prioritisation and implementation of environment and sustainability actions;
- 2.2 The development and promotion of environment and sustainability values;
- 2.3 Environment and sustainability considerations that could support or impact on local community groups, businesses and other organisations;
- 2.4 Funding opportunities and potential partnerships for implementation and development of environment and sustainability actions.

Members will need to:

- Commit to familiarising themselves with the City's Environmental Strategy 2013 and other relevant environmental plans and strategies;
- Demonstrate the ability to work collaboratively;
- Be genuinely interested in environment and sustainability matters;
- Be active participants and make recommendations that will assist in the delivery of the City's Environmental Strategy.

3. Powers of the Environment and Sustainability Advisory Group

The Environment and Sustainability Advisory Group does not have any powers other than the ability to make recommendations to Council on delivering priority recommendations of the Environmental Strategy and priority environment and sustainability projects and services.

4. Term of Committee

The function and form of the Environment and Sustainability Advisory Group will be reviewed bi-annually following Council elections or earlier as determined by Council.

5. Membership

Membership of the Advisory Group will adapt to align with the priorities of the community and the Group as they evolve. At a minimum, representation on the Environment and Sustainability Advisory Group will consist of:

- City of Karratha nominated Councillors
- City of Karratha Director Development Services as lead
- Community representatives with environment and sustainability interest/expertise

Additional attendees will be invited to meetings based on agenda items and expression of interest. Invited attendees can comprise of relevant City staff and community members with specific expertise.

6. Meetings

Meetings of the Group will be held at a suitable venue within the City once every two months or as otherwise agreed and convened by the Chair.

Agendas (and previous minutes) will be circulated to all members one week prior to the set meeting. All members will be invited to propose agenda items.

Relevant City departments will be duly consulted should agenda and/or action items have an impact on departmental duties.

Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Environment and Sustainability Advisory Group.

7. Quorum

A quorum represents a minimum of five (5) people.

8. Reporting

Minutes of the Environment and Sustainability Advisory Group shall be reported to the City of Karratha Council at the next possible Ordinary Council Meeting by the Director Development Services as an Information Item. Any formal requests or recommendations of the Advisory Group requiring Council consideration and decision shall be prepared and presented as a separate Council report.

9. Delegated Authority

There are no delegations provided to this Group.

10. Ethical Behaviour

Members of the Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relative to the activities of the Group, other than as authorised by the Chair.

11. Liabilities of Members

No civil liability attaches to a member of a Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or committee's powers, functions or duties. Such a liability attaches instead to the Council.

12. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

13. Related Documents

City of Karratha Environmental Strategy (2013)

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| Original Date of Establishment: MM Month YYYY Review or Amendment #1 Review or Amendment #2 |
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