

Terms of Reference

Mandurah Environmental Advisory Group

1. Authority and purpose

Authority

The Council of the City of Mandurah (**'Council' or 'City'**) has established the City of Mandurah Environmental **Advisory Group**.

Individual Elected Members appointed to the Advisory Group have no authority to make Council decisions. Elected Members who are representing Council can only vote and provide advice that is consistent with Council policy or position. Elected Members must comply with the *Code of Conduct for Elected Members, Committee Members and Candidates* at all times.

Purpose and Objective

The purpose of the Advisory Group is to advise Council on strategic environmental direction taken by the City and general environmental issues, consistent with the intent of the City's Community Charter and Strategic Plan.

2. Responsibilities

The Advisory Group is to:

- Have a broad understanding of the environmental and planning legislative framework operating in WA.
- Be fully conversant with agenda items and display a high level of preparedness for meetings.
- Be regularly in attendance at meetings.
- Present evidence-based advice to inform decision making and support better and more sustainable outcomes relevant to environmental issues that the City is faced with.
- Support in decisions related to supporting the City's environmental volunteer network.

3. Membership

Composition

The Advisory Group shall comprise of:

- a) 1 Elected Member
- b) 1 Deputy Elected Member to serve as a proxy;

- c) Six community representatives ideally with a working knowledge and demonstrated experience and involvement in addressing local environmental issues

The Advisory Group shall elect one Group member to be chairperson. The term of this appointment will expire on the day of the next ordinary local government election.

Appointment of external persons will be made following a public advertisement. The City may consider advertising for replacement members, subject to Council's approval of the membership.

The evaluation of potential members will be assessed by the City and appointments will be approved by Council on the basis of the potential member's skills and experience in any or all of the following:

- Bushland management and conservation
- Urban Canopy management
- Sustainable development
- Community engagement on matters related to environmental initiatives
- Coastal management issues
- Waste management
- Water Resource management

External member(s) will be persons with no operating responsibilities with the City of Mandurah, nor will that person provide paid services to the City either directly or indirectly.

Any instance where an external member(s) has a commercial interest, or is closely associated with an organisation that has an interest in the business of the City which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, should be declared to the City representative before or at the relevant meeting.

4. Appointment

Council may at any time appoint such persons as required to the Advisory Group.

All appointments expire on the date of an ordinary local government election held every two years and appointments of all members will be made by Council at the November Council meeting following the ordinary local government election.

5. Meetings

Quorum

The Quorum for an Advisory Group meeting shall be one more than half the number of members of the Advisory Group.

The Advisory Group shall not transact business at a meeting unless the Quorum is present.

Frequency

Meetings shall be held monthly, unless otherwise resolved by the Advisory Group.

Electronic Attendance

Electronic attendance to meetings may be permitted, however in person meetings are preferred where the agenda includes working groups or onsite visits.

Minutes and matters arising

All meetings shall be minuted by the Minute Taker, and minutes shall be approved by the Advisory Group at the next Group Meeting.

Agendas will be circulated at least five days prior to the Meetings.

Reporting

The Advisory Group shall, as and when required by the City, report fully on its activities.

Confidentiality

All Advisory Group members will be required to adhere to the City's confidentiality requirements. In particular, no confidential information received or generated by the Advisory Group will be disclosed to unauthorised persons.

Declarations of Interest

Members must declare interests as matter of good governance at the commencement of a Group Meeting.