



City of Mandurah

TERMS OF REFERENCE

Mandurah Environmental Advisory Group

Originating Section: Governance Services	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regs 1996</i> <i>City of Mandurah Standing Orders Local Law 2016</i>
Reviewer: Governance Services	Delegated Authority: Not applicable
Approved: <ul style="list-style-type: none">• SP.3/10/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.32/12/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.14/7/20 Youth Advisory Group Appointments• G.18/11/20 Youth Advisory Group Terms of Reference• G.7/1/21 Appointment of Community Reps to Access and Inclusion Advisory Group	Other References: <ul style="list-style-type: none">• City of Mandurah Access and Inclusion Plan 2021 - 2026

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ADVISORY GROUP GENERAL TERMS OF REFERENCE

1. Definitions

“Act” means the *Local Government Act 1995*.

“CEO” means the Chief Executive Officer of the City of Mandurah.

“Council” means the City of Mandurah.

“Elected Member” means a City of Mandurah Elected Member.

“Observer” means a person who attends a meeting solely to note the proceedings of the meeting. The Committee may agree to allow the person to speak on a matter. There are no voting rights.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

2. Tenure of Members

- 2.1 The tenure of Committee members will be in accordance with Section 5.11 of the Act. Advisory Groups tenure is of the same direction.
- 2.2 Nominations to fill vacancies for community representatives shall be called by advertising in the local media and appropriate notice boards. Should more nominations than available vacancies be received, Council shall be asked to consider the recommendation of a report on the matter. In any event, appointments to the Committee or Advisory Group may only be made by Council.

3. Operation

- 3.1 A review of these Terms of Reference will be undertaken biennially.
- 3.2 Advisory Groups should follow similar principles as Committees. They are however not bound by the *Local Government Act 1995* requirements.

4. Expenses

- 4.1 No reimbursement of expenses to Advisory Group/Committee members will be made.

MANDURAH ENVIRONMENTAL ADVISORY GROUP

Membership

The current membership of this Advisory Group is as follows:

- a) Two Elected Members
- b) Six community representatives, with an understanding of one or more of the following areas:
 - Energy Consumption/Conservation
 - Flora and Fauna;
 - Wetlands and Groundwater;
 - Bushland and Bushland Management
 - Coastal Management Issues
- c) Two Environmental Volunteer Representatives. For the purposes of this Advisory Group, an environmental volunteer representative is defined as an active volunteer of the City's Mandurah Environment Volunteer Alliance (MEVA). As a guide, an active member is considered to be someone who has attended three MEVA meetings or events in the past 12 months prior to nomination.
- d) Supporting Officers
 - Manager Environmental Services
 - Manager Planning & Land Services
 - Administration Officer (Administration Support)

Invitees

The Advisory Group may invite representatives from relevant government departments, other bodies and City officers with specialist advice, to its meetings as and when required. Such representatives shall not be members.

Purpose

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

Objective

The Advisory Group objective is to provide Council with an independent and expert source of advice pertaining to matters related to Mandurah's natural environment.

Responsibilities

Advisory Group members are expected to:

- a) Have a broad understanding of the environmental and planning legislative framework operating in WA.
- b) Be fully conversant with agenda items and display a high level of preparedness for meetings.
- c) Be regularly in attendance at meetings.
- d) Contribute to the sustainability of the City by understanding the relevant environmental

issues facing the City.

- e) Present evidence based advice.
- f) Support in decisions related to supporting the City's environmental volunteer network.

Applicability of Local Government Act 1995

The provisions of the *Local Government Act 1995* relating to obligations for declaration of a financial interest and observance of the City's applicable Code of Conduct be incorporated by reference, as if part of the obligations for members of the Advisory Group.

Meetings

Minutes of the Advisory Group meetings shall be circulated to members of the Advisory Group. Agenda items must be received by the Administration Officer on the prescribed proforma 14 days prior to the next scheduled Advisory Group meeting.