



## ENVIRONMENTAL ADVISORY COMMITTEE

### TERMS OF REFERENCE (Adopted 8 March 2016 – C4.03.16) (Amended 25 October 2017 – SC5.10.17) (Amended 13 March 2018 – C6.03.18)

**Established:** October 1993

#### 1. NAME

The name of the Committee is the Shire of Mundaring Environmental Advisory Committee.

#### 2. HEAD OF POWER

The Committee is established by Council under section 5.8 of the *Local Government Act 1995* as a committee comprised of council members and other persons under section 5.9(2)(d).

#### 3. DEFINITIONS

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

**Committee** means the Shire of Mundaring Environmental Advisory Committee.

**Council** means the Council of the Shire of Mundaring.

**Elected Member** means a Councillor of the Shire of Mundaring.

#### 4. OBJECTIVES

4.1 To provide a forum for discussion and recommendation to Council to:

- Provide advice to Council on a range of environmental and sustainability issues within the Shire of Mundaring and across the community;
- Advise on priority projects to be considered for funding in the Corporate Business Plan and/or Annual Budget;
- Receive information and provide advice on key environmental and natural resource programs, services and facilities currently provided or planned by the Shire;
- Work with the community to create and encourage increased levels of environmental awareness; and
- Make recommendations to Council on policy and appropriate courses of action to promote social, economic and environmental sustainability.

- Work within community to increase awareness in mitigation and adaptation strategies for climate change.

## **5. COMMITTEE STRUCTURE**

5.1 The Committee shall consist of thirteen members:

- One elected member;
- One deputy elected member; and
- Up to twelve community members with an interest and/or expertise in environmental matters and a demonstrated ability to provide impartial advice.

5.2 A quorum will be seven (7) members.

5.3 The Committee is supported by the Director Statutory Services and Coordinator Environment and Sustainability.

## **6. TERMS OF APPOINTMENT**

6.1 Members are appointed by Council following ordinary local government elections for a term of up to two years to expire on the date of the subsequent ordinary local government elections.

6.2 If a member resigns prior to an ordinary local government election, Council will appoint a replacement.

## **7. PRESIDING PERSON**

7.1 The elected member appointed to the Committee will be the presiding person.

7.2 A committee member will be appointed Deputy Presiding Person to preside over a meeting in the absence of the Presiding Person.

7.3 The role of the presiding member includes:

- Overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Meeting Procedures Local Law 2015*;
- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

## **8. MEETINGS OF THE COMMITTEE**

8.1 The Committee will meet at least three times per calendar year.

8.2 Meetings of the Committee are open to the public and will be advertised on the Shire website.

8.3 An ordinary or special meeting of the Committee is to be held:

- If called for by either the presiding person or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

- If so decided by the Committee; or
- If called for by Council.

8.4 The Committee may invite Shire employees and other appropriate persons to attend meetings and provide pertinent information where necessary.

8.5 The first item on the agenda for all Committee meetings (after apologies) shall be the declaration by Committee members present of any financial, proximity and impartiality interests. These shall be recorded in the minutes.

8.6 Committee members who have disclosed a financial or proximity interest must not be present during discussion of and voting on the matter in which they have an interest.

8.7 Committee members who have disclosed an impartiality interest may remain in the meeting and participate in the discussion and voting, unless the interest is such that it would prevent them from impartially and objectively considering all the relevant information.

## **9. POWERS OF THE COMMITTEE**

9.1 The Committee is a formally appointed committee of Council and is responsible to that body.

9.2 The Committee does not have any delegated authority.

9.3 Committee recommendations must be adopted by Council during a formal Council meeting before they can be implemented.

9.4 Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

## **10. VOTING**

10.1 Each member of the Committee present during a meeting will have one vote.

10.2 The names of members voting for and against will be recorded in the minutes.

## **11. REPORTING REQUIREMENTS**

11.1 Recommendations arising from the Committee's deliberations shall be presented to the next ordinary meeting of Council.

## **12. REVIEW OF TERMS OF REFERENCE**

12.1 The Committee is to conduct a review of its terms of reference every two years.

12.2 Reviewed terms of reference will be provided to Council for consideration and adoption.

## **13. TERMINATION OF THE COMMITTEE**

13.1 The Committee can be terminated in accordance with the Act or at the discretion of Council.