



Environment and Sustainability Advisory Group Terms of Reference

1. Establishment

The Environment and Sustainability Advisory Group was established by the City of Karratha on 27 January 2016, Council resolution number- 153353.

2. Purpose

The purpose of the Environment and Sustainability Advisory Group is to provide advice to Council regarding environment and sustainability performance of Council activities, projects and plans.

3. Objectives

To provide advice to Council on the implementation of the review of Councils Environmental Sustainability Strategy (2021), including reference to:

- Energy and climate action;
- Waste;
- Water;
- Natural environment; and
- Sustainable development, planning and infrastructure ~~Appropriately managed natural assets;~~
- ~~Greater energy efficiency;~~
- ~~Improved recycling and waste management;~~
- ~~Sustainable use and management of resources; and~~
- ~~Attractive built environment.~~

4. Powers of the Advisory Group

The Environment and Sustainability Advisory Group does not have any powers other than the ability to make recommendations to Council. Resolutions of the Advisory Group will not be binding to Council.

5. Term of Advisory Group

The function and form of the Environment and Sustainability Advisory Group will be reviewed every two years at the time of Local Government Elections at which time the term of membership for community representatives expires.

6. Membership

Membership shall comprise:

- City of Karratha nominated Councillors;
- City of Karratha Director Development Services (Chair);
- City of Karratha Director Strategic Projects and Infrastructure;
- City of Karratha Manager City Growth Planning Services;
- ~~City of Karratha Manager Infrastructure Services;~~
- ~~City of Karratha Manager City Services, Waste Services;~~
- City of Karratha Manager Liveability;
- Sustainability Officer; and
- Community representatives with environment and sustainability expertise.

7. Meetings

Meetings are held ~~periodically quarterly unless otherwise~~ determined by the Chair. Notice of meetings shall be provided five (5) working days before the meeting date. Members to be provided with an agenda no less than three (3) working days prior to the meeting date.

8. Quorum

A quorum is constituted to be not less than fifty percent of the total number of members of the Advisory Group.

9. Place and Duration of Meeting

Meetings will be conducted at a suitable venue in Karratha. Meetings will have a duration that generally does not exceed one (1) hour.

10. Reporting

Minutes shall be circulated to all Advisory Group Members and reported at the next City of Karratha Ordinary Council Meeting as an Information Item. Formal recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

11. Delegated Authority

There are no delegations provided to this Advisory Group.

12. Ethical Behaviour

Members of the Advisory 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 Council.

13. Liabilities of Members

No civil liability attaches to a member of an Advisory 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.

14. 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.

Original Date of Establishment – Res no: 153353	27 January 2016
Amendment #1 <u>30 November 2021</u>	
Amendment #2	
Amendment #3	