TERMS OF REFERENCE

Title:	ENVIRONMENTAL ADVISORY GROUP (EAG)

Purpose and Role

To provide a forum for community consultation in the preparation of the City's environmental policies, strategies and other such materials that from time to time may be referred to the EAG by the City.

To provide input based on community values and aspirations with respect to the environment, and not to act as an expert technical or scientific advisory panel.

The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.

It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.

1. Aims & Functions

1.1 To provide advice and input into environmental matters referred to the EAG that are under consideration by Council and the City.

1.2 To make recommendations to the Council in respect to those policies, strategies and other matters referred to the EAG by the City.

1.3 To provide community perspectives and aspirations concerning environmental matters generally.

2. Membership:

2.1 The Committee shall consist of the following representation:

- Three Council representatives from the City of Wanneroo
- A minimum of four and maximum of six community representatives

2.2 Community representatives are to be approved by the CEO or the appropriate Director.

2.3 Community representatives on the Advisory Group are to represent community-wide interests only, and not the vested interests of any specific community action group or other interest group. For this reason, all community representatives must reside or operate a business in the City.

2.4 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to reapply.

2.5 Members must comply with the City's Code of Conduct.

2.6 The Advisory Group has authority to second individuals from outside of the committee,

on a voluntary basis, for their expert advice.

2.7 Maximum total for the Advisory Group is nine.

2.8 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of any other council.

3. Chair and Deputy Chair:

3.1 The members of the Advisory Group are to select a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group.

3.2 The Chairperson will preside at all meetings where present.

3.3 In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be selected by the Advisory Group members present to assume the Chair.

3.4 The Chairperson or Deputy Chairperson, as the case may be, is responsible for the proper conduct of the Advisory Group.

4. Meeting Procedures:

4.1 Meetings:

4.1.1 Meetings shall be held as required. Proposed meeting dates and times shall be determined by Administration, and be based on dates that will enable timely input into the City's development of environmental policies and strategies and other matters referred from the City.

4.1.2 All meeting dates are to be provided in the Council Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.

4.1.3 A Notice of Meetings including an agenda will be circulated to the Advisory Group members at least 72 hours prior to each meeting where possible.

4.1.4 The Chairperson shall ensure that detailed minutes of all meetings are kept and shall, as soon as possible after each meeting, provide the members with a copy of such minutes. The minutes are to be available for public inspection.

4.1.5 Copies of all minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Council Members Hub Portal.

4.1.6 All agenda and minute documentation to be generated through Council's InfoCouncil software reporting system.

4.1.7 An Advisory Group decision does not have effect unless it has been made by a simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.

4.1.8 All endorsed members of the Advisory Group will have one vote. The Chairperson

will have the casting vote and simple majority will prevail.

4.2 Quorum:

4.2.1 A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.

4.2.2 A quorum may include members of the Group attending a meeting remotely where necessary.

4.3 Administration:

4.3.1 The City of Wanneroo will provide an Advisory Group Administrator for the group.

4.3.2 Systematic Referral of Strategies for Consultation:

a) The City's Director Planning and Sustainability or his nominee will ensure there is systematic process of referral of strategic level policies, strategies or plans for review and consultation with the EAG

b) Materials and documentation selected for consultation will be of a high level nature, be either internal or state level reports, and by virtue of their nature and content require a community level input and comment.

c) The EAG is not intended or required to provide expert technical or scientific level review and analysis.

4.3.3 Motions on Notice:

a) A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group providing that matter directly relates to policies, strategies or matters that are or have been referred to the EAG, in the form of a motion, of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.

b) If an Advisory Group member wishes to raise an issue or matter not currently or previously referred to the EAG, that member is free to independently refer the matter to the City through the normal process (i.e. via the Customer Request Management (CRM) process), in which case the City will consider that matter and make a decision as to whether it should be placed on a forthcoming EAG agenda or not.

5. Authority of Establishment

The Environmental Advisory Group is established by resolution of Council in accordance with these Terms of Reference.

6. Delegated Authority:

6.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.

6.2 The Advisory Group has no delegated authority to commit Council to the expenditure of money.

6.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Group:		10 August 2021	
Council Minute – Ref:		PS02 – 08/21	
Terms of Reference - HPE Ref:		21/345279	
HPE Container – Ref:		1441*	
Operational Procedures - HPE Ref:		Not Applicable	
Last Review Date:	14 July 2021	Next Review Date:	December 2027