



## **DRAFT Environmental Sustainability Advisory Group Terms of Reference**

### **1. Establishment**

The Environmental Sustainability Advisory Group (ESAG) was established by the City of Karratha on 27 January 2016, Council resolution number- 153353.

### **2. Purpose**

The purpose of the Environmental Sustainability Advisory Group is to provide advice to the City on the preparation, implementation and review of the City's Environmental Sustainability Strategy.

### **3. Powers of the Advisory Group**

ESAG has the power to make recommendations to Council. Council is not bound by the resolutions of the Advisory Group.

### **4. Term of Advisory Group**

The function and form of the ESAG will be reviewed every two years at the time of Local Government Elections at which time the term of membership for community representatives and Council Members expires.

### **5. Membership**

Membership shall comprise:

- Up to two Council Members;
- Up to six community representatives.

Administrative representatives include:

- City of Karratha Director Development Services (Chair);
- City of Karratha Director Strategic Projects and Infrastructure;
- City of Karratha Officers (as required), as Officers are invited for a specific purpose, specialist knowledge and skills and for administrative support.

### **6. Appointment**

Appointments to ESAG will be made following public advertisement. The evaluation of potential members will be assessed by the City and appointment will be approved by the Director of Development Services based on the following criteria:

- Living within the City of Karratha;
- Members appointed represent the diversity of people across the City of Karratha; and
- Members demonstrate and understanding and commitment to environmental sustainability matters.

The City may consider advertising for a replacement member if a position becomes vacant during the year, subject to the approval by the Director of Development Services.

### **7. Meetings**

Meetings are held as determined by the Chair. Notice and the meeting agenda shall be provided five working days before the meeting date. Electronic attendance to meetings may be permitted, however in-person meetings are preferred.

**8. Quorum**

A quorum is constituted to be not less than four members including at least one Council Member and two community representatives.

**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 hour.

**10. Reporting**

Minutes shall be created for all meetings by an Officer and approved by the Group at the next Advisory Group meeting. The Group will report on its activities to Council as and when required.

**11. Delegated Authority**

There are no delegations provided to this Advisory Group.

**12. Group Conduct**

Members of the Group will comply with the City's Code of Conduct policy and the Discretionary Declaration of Interest policy. All Advisory Group members will be required to adhere to the confidentiality requirements outlined in the Code of Conduct and will not publicly discuss or comment on matters relative to the activities of the Group, other than as authorised by the City.

Members, invited guests, Officers, and Council Members must declare interests at the commencement of each meeting.

**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 Group's powers, functions or duties. Such a liability attaches instead to the City.

**14. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council based on a report directly to Council.

Original Date of Establishment – Res no: 153353	27 January 2016
Amendment #1 – Res no: 154010	19 February 2018
Amendment #2 – Res no: 154944	31 January 2022
Amendment #3 – Res no: TBC	19 August 2024