

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

### **1. Establishment**

The Environmental and 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 and Sustainability Advisory Group is to provide advice to Council the City on the preparation, implementation and review of the City's Environmental Sustainability Strategy.  
regarding environment and sustainability performance of Council activities, projects and plans.

### **3. Objectives**

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

- Energy and climate action;
- Waste;
- Water;
- Natural environment; and
- Sustainable development, planning and infrastructure.

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

The Environment and Sustainability Advisory Group ESAG does not has the -any power to make s other than the ability to make recommendations to Council. Council is not bound by the Resolutions of the Advisory Group will not be binding to Council.

### **5.4. Term of Advisory Group**

The function and form of the Environment and Sustainability Advisory Group 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.

### **6.5. Membership**

Membership shall comprise:

- Up to two 4 elected Council Members;
  - City of Karratha Director Development Services (Chair);
  - City of Karratha Director Strategic Projects and Infrastructure;
  - City of Karratha Officers (as required);
  - Up to six Ccommunity 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. 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 quarterly unless otherwise determined by the Chair. Notice and the meeting agenda shall be provided five ~~(5)~~ 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 ~~six-four~~ (6) members including at least one ~~two (2)~~ Elected Council Members and two ~~(2)~~ members of the public 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 ~~(1)~~ 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, 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. Group Conduct~~Ethical Behaviour~~**

Members of the Group will at all times comply with Council's 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 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~~ 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 ~~committee's~~ Group's powers, functions or duties. Such a liability attaches instead to the ~~Council~~ City.

#### 14. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council ~~on the basis of~~ 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: <a href="#">154944</a>	31 January 2022
Amendment #3 – Res no: <a href="#">TBC</a>	<a href="#">19 August 2024</a>