

# Augusta Margaret River Sustainability Advisory Committee



## Terms of Reference

22 September 2021

### NAME

The Committee shall be known as the Augusta Margaret River Sustainability Advisory Committee (SAC).

### ROLE OF THE COMMITTEE

To provide strategic advice to Council regarding matters relating to sustainability to support Council when making strategic decisions for the Shire.

### OBJECTIVES OF THE COMMITTEE

- a) To provide advice to Council regarding strategic policy direction with the aim of promoting sustainability outcomes that are environmentally responsible, socially and culturally sound and economically viable. Advice to Council may include advice relating to the following sustainable environmental issues:
- Climate change;
  - Transport and air quality;
  - Biodiversity;
  - The built environment;
  - Community information and engagement to increase sustainable practice;
  - Land and waterway degradation;
  - Water quality and conservation;
  - Economic transition;
  - Waste management; and
- b) To assess and review strategic policies, plans and projects which Council will need to be making decisions on to ensure they encourage an increase in sustainable behaviour change within the Shire, in residents, businesses and other members of the community (including visitors) to improve sustainability outcomes.

### MEMBERSHIP

Council appoints to the Committee those categories of membership outlined below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's Local Government elections are held, after which time the Council may appoint members for a further term.

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Membership of the Committee shall be:

- The President of the Shire of Augusta Margaret River and one Councillor of the Shire of Augusta Margaret River OR two Councillors of the Shire of Augusta Margaret River;
- A deputy/proxy member to attend only in the absence of the President or other appointed delegate; and
- Up to eight community members with appropriate qualifications and expertise in environmental matters, appointed by the Council.

Shire staff members will provide advice and administrative support to the Committee including recording of minutes.

## **PRESIDING MEMBER**

The members of the Committee shall elect a Presiding Member to chair Committee meetings and a Deputy Presiding Member to chair in the absence of the Presiding Member. The Presiding Member and Deputy Presiding Member shall be selected from the appointed Councillor representatives. The Presiding Member shall ensure that business is conducted in accordance with the Shire of Augusta Margaret River Standing Orders.

Minutes are to be taken at each Committee meeting and submitted to the next Ordinary Meeting of the Committee for confirmation. Once confirmed, the Presiding Member is to sign the minutes from the previous meeting to certify the confirmation.

The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the Shire President, or the CEO if the President agrees.

The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the Committee or Council, or to issue any form of written material purporting to speak on behalf of the Committee or Council without the prior approval of the Shire President.

## **CONDUCT OF MEETINGS**

The Committee is established by the Council of the Shire of Augusta Margaret River under the powers given in section 5.8 of the *Local Government Act 1995*. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the Committee shall be carried out in accordance with the *Local Government Act 1995*.

The Committee shall, at its first meeting, determine the frequency and dates for Ordinary Meetings of the Committee to enable meetings to be publicly advertised.

## **DELEGATED POWERS**

The Committee has no delegated powers and is an Advisory Committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

## Document and version control table

<b>Strategic outcome</b>	Key result area 1, 3: Valuing, protecting and enhancing the natural environment
<b>Responsible Directorate</b>	Sustainable Development and Infrastructure
<b>Authority of original issue</b>	Council
<b>Date of original issue</b>	22 September 2021
<b>Contact officer</b>	Sustainability Officer
<b>Date of next review</b>	2023
<b>Document No.</b>	I440214

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1.0	22 September 2021	Initial Issue