



City of Canning

**Sustainability and Environment
Advisory Group**

Terms of Reference



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1. Aims

- 1.1 The Sustainability and Environment Advisory Group aims to provide advice on how to develop and implement more sustainable practices in the community, how to conserve and enhance natural areas within the City, and to champion the development and implementation of initiatives, policies and processes in the delivery of the City's Strategic Community Plan objectives relating to sustainability and environment.

2. Objectives

- 2.1 The Sustainability and Environment Advisory Group will be a key source of advice to City Officers in developing strategies that support the strategic and community goals and sustainability principles in Canning. The Group will:
- ▶ Provide comment, expert advice, local knowledge, information and feedback regarding plans, services and programs; and
 - ▶ Provide the City advice in relation to current and emerging issues and policy matters within the Canning community

3. Membership

- 3.1 The term of appointment for membership, with the exception of the Chair, will be a period of two (2) years. A Group membership may be nominated for re-appointment upon the expiry of their term up to a maximum of three consecutive terms. Should a vacancy occur during the term of appointment, the appointment will be filled following the normal process for appointments.
- 3.2 The City will advertise in local newspapers, and on its website for nominations for membership of all Advisory Groups. Applicants must submit their applications in writing to the relevant Executive Manager. Officers will assess nominations and make recommendations to the chief Executive Officer for endorsement.
- 3.3 Members have a responsibility to attend meetings and contribute to discussion/debate.
- 3.4 A member of an Advisory Group may resign at any time. The resignation must be in writing, in the form of a letter or email, addressed to the relevant Executive Manager.
- 3.5 Types of membership:

Community Representation: Membership will be sought on the basis of a broad interest, understanding and commitment to natural and/or built environment and related matters in Canning, and will comprise a maximum of ten (10) representatives drawn from a cross-section of the Canning community.

<i>Chair and Deputy Chair:</i>	The Chair and Deputy Chair of the Advisory Group will be community representatives elected by other members of the Advisory Group.
<i>City Officers:</i>	Will be specified according to each Group. City staff attending the Advisory Group will table papers for discussion and participate in the discussion.
<i>Advisory Group Support:</i>	The relevant Executive Manager will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of minutes. The Advisory Group secretariat is also responsible for arranging meeting venue, refreshments and coordinating any presentations.
<i>Elected Members:</i>	Elected Members will be notified of all meetings and may attend Group meetings at will.

4. Meetings

- 4.1 Advisory Groups will meet quarterly except during the months of Christmas recess being December and January. A meeting will be limited to a maximum of one and a half hours duration, unless the Group resolves to extend the meeting to a particular time for the completion of business. Extraordinary meetings may be called by the Chair in consultation with the relevant Executive Manager. The location, date and starting time for meetings will be advised on the agenda. Notice of all meetings shall be given by the Executive Manager. The notice of meeting and papers shall be provided to members at least seven (7) working days prior to the meeting.
- 4.2 Members may list matters for consideration by tabling matters at one meeting for discussion at the next. The relevant Executive Manager will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion.
- 4.3 Feedback by the Group will be embodied in the appropriate Officer's report to Council under the Consultation section.
- 4.4 Each meeting shall be properly recorded by the taking of minutes. The minutes of the meeting will be submitted to the next available Council Meeting.
- 4.5 Meetings will not be open to members of the public. Representatives of the community or other organisations may be invited or requested to address the Group on matters on the agenda.



5. Confidentiality and Privacy

- 5.1 Members may have exposure to confidential or personal information. Members are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.
- 5.2 Members are not to speak to the media in their capacity as Advisory Group members. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council.

