

TERMS OF REFERENCE

Title:	Sustainability Advisory Working Group
Purpose and Role	
<p>This Sustainability Advisory Working Group (AWG) is established to provide advice and recommendations to the Council on matters related to sustainability, environmental management, climate resilience, biodiversity, and natural resource stewardship within the Shire of Nannup.</p> <p>It aims to promote sustainability outcomes that are environmentally responsible, socially and culturally sound, and economically viable. The Working Group will play a leadership role in identifying local priorities, fostering community engagement, and supporting Council's planning and policy development across key sustainability themes.</p>	
Aims & Functions	
<p>a) To advise the Council on matters relating to:</p> <ul style="list-style-type: none"> • Climate change • Biodiversity and sensitive areas • Cultural heritage • Built environment and emissions reduction • Land and waterways, including restoration and conservation • Biosecurity (weed and pest management) • Water conservation • Waste reduction and recycling • Community engagement and sustainability education <p>b) To identify emerging trends, technologies, and policy developments related to sustainability.</p> <p>c) To support the activation of sustainability practices across the Shire's operations, planning, and community initiatives.</p> <p>d) To liaise with community groups, stakeholders, and service agencies to support collaborative sustainability projects.</p> <p>e) To promote information sharing and awareness of local sustainability opportunities and challenges.</p>	
Membership	

The AWG shall comprise of the following representation:

- a) Up to 2 Shire of Nannup Council Members.
- b) A maximum of 6 community members with relevant expertise, interest, or lived experience in sustainability, environment, climate action, or land stewardship.
- c) Up to 2 representatives from key stakeholder organisations, such as local NRM organisations, Department of Biodiversity, Conservation and Attractions (DBCA), educational institutions, or sustainability-focused groups.
- d) Administration Representation (Non-Voting) -
 - Sustainability and Environmental Officer
 - Executive Manager of Works and Services
- e) A nominated proxy member may attend in place of the endorsed member.
- f) 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 apply.
- g) The AWG has authority to co-opt individuals from outside of the Group, on a voluntary basis, for their expert advice; and
- h) The Advisory Group may recruit members according to the terms of reference.

Chair and Deputy Chair

- a) The AWG Members will select a Chair and Deputy Chair from amongst the voting members at the first meeting after the local government ordinary elections.
- b) The Chair will facilitate all meetings.
- c) In the absence of the Chair, the Deputy Chair will assume the chair, and in their absence, a person is to be elected by the AWG members present to assume the Chair.

Meeting Procedures

Meetings:

- a) The AWG shall determine the scheduling and frequency of meetings, however, it is to meet at least three (3) times per year with notice of at least two weeks.
- b) All meeting dates are to be provided on the Elected Member's Portal and in the Shire's meeting calendar.
- c) A Notice of Meetings including an agenda will be circulated to the AWG members at least 72 hours prior to each meeting where possible. Agendas and minutes are also to be circulated to all Council members at the same time that copies are normally provided to appointed Council delegates.
- d) The Presiding Member shall ensure that Minutes of all meetings are kept and shall, not

later than 7 (seven) business days after each meeting, provide Members (including deputy delegates) with a copy of such minutes.

- e) There is discretion whether the Minutes may be available for public inspection.
- f) Minutes are not required to be published on the Shire's website.
- g) Minutes are to be published on the Elected Member's portal as soon as practicable after the meeting.
- h) Minutes are to be published on the Elected Member's portal as soon as practicable after the meeting.
- i) An AWG recommendation does not have effect unless it has been made by a simple majority. A simple majority means more than half of the members present and voting at the meeting must vote in favour of a motion. For example, if there are ten voting members present at a meeting, at least 6 must vote in favour of a motion for it to be approved, noting that the AWG has no delegated authority and consequently, any recommendation that may result in an action that commits the Shire's resources must be referred to Council through a formal report for consideration and determination.
- j) All endorsed members (or the proxy attending in lieu of the Council Member) will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

Quorum:

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

Administration:

Administration support will be provided by the Sustainability and Environmental Officer. Specifically, the Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation (at the direction of the applicable Executive Officer), of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee recommendation and any officer comment deemed necessary; and
- Booking of meeting room including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the AWG.

Authority of Establishment

The Sustainability Advisory Working Group has been established by Council at the Ordinary

<p>Council Meeting of 22 May 2025, Resolution # 220525.7. The AWG however has not been established under Section 5.8 of <i>Local Government Act 1995</i> (the Act) and is therefore not subject to the requirements of the Act or the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>The Procedures detailed in these Terms of Reference apply to the operation of the group.</p>
<p>Delegated Authority</p>
<p>a) The AWG has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>b) The AWG has no authority to commit Council to the expenditure of monies.</p> <p>c) Matters requiring Council consideration will be subject to separate specific reports to Council for resolution.</p>
<p>Code of Conduct and Disclosure of Interest</p>
<p>a) Members must comply with the Shire's Council Member, Committee Member and Candidate Code of Conduct.</p> <p>b) Members are required to declare their interests using the principles detailed in the <i>Local Government Act 1995</i>, Section 5.65 – 5.70 with respect to disclosure of financial and proximity interests. Impartiality interests are to be declared using the principles of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>, Regulation 22.</p>
<p>Term of Membership</p>
<p>The term of the appointment of an AWG member continues until the member either resigns, the AWG is disbanded, or the next ordinary election day – whichever happens first.</p>
<p>Review</p>
<p>a) The Terms of Reference shall be reviewed annually to ensure they remain relevant and effective.</p> <p>b) Any amendments to the Terms of Reference must be approved by the Council.</p>
<p>Confidentiality</p>
<p>Members of the AWG shall maintain confidentiality on sensitive matters discussed during meetings.</p>

Establishment	Reference	Date ToR adopted	Reviewed on	ECM #
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OCM 22 May 2025	# 220525.7			