

Environment Advisory Group Terms of Reference

1. Name

The group will be known as the “Environment Advisory Group” (‘group’).

2. Purpose

The group is recognised as an advisory body to Council to assist to protect, conserve and promote the natural environment within the City of Stirling. The group shall be free to plan and promote the aims and objectives as best as it sees fit.

3. Aims and Objectives

The purpose of the group is to provide advice on how the City can better protect and conserve all its natural areas, greenspaces and urban forests. Also, it gives the City an opportunity to discuss matters pertaining to the protection, conservation and management of the environment with members of the community.

The group will provide feedback to the City which will assist in the formulation of overarching strategies pertaining to the environment, environmental sustainability and the subsequent development of environmental management plans. Input into public education campaigns may be sought from the group, aimed at promoting greater awareness of the importance of the environment towards sustainable living.

4. Membership

The group shall consist of a maximum of 11 community members residing within the City of Stirling and members will be sought on the basis of interests and involvement (current and past), as well as experience and qualifications, in the environment. Members of the group will be required to attend meetings on a regular basis.

Up to four Councillors are to be members of the group, to be appointed in line with the local government elections. Appointed Councillors will decide which Councillor will chair the group for the two year term.

City Officers will be invited to present and support as required depending on Agenda items.

5. Meetings

The meetings will be held at the City of Stirling Administration Centre (or on-site as agreed by the Chairperson), and the group shall meet up to five times each year from February to November. Additional meetings may be convened by the City as and when required.

A quorum for any meeting of the group shall be no less than one of the four Councillors and three of the 11 community members. In the event that a quorum is not possible, the meeting shall still proceed but any decisions made on ensuing actions to be taken will be held over for endorsement at the next meeting.

The Chairperson will preside at all meetings however, in their absence the chair shall be assumed by one of the other two Councillors nominated to this group by Council.

All meetings are to be confined to items listed on the Agenda and there shall be no 'General Business' additions at the meeting without City agreement. Items not listed on the Agenda can be submitted to the City for consideration to be actioned administratively or members may submit items to be listed on the Agenda for consideration at the meeting; submissions from members are to be received by the Manager Parks and Environment no later than one week prior to the scheduled meeting date.

6. Minutes

Notification of the meeting and an agenda shall be provided one week prior to the meeting to all group members, relevant Councillors and City officers. City officers shall be responsible for taking minutes of each meeting and circulating to group members, relevant Councillors and City officers, following the meeting.

Minutes of the meeting may be used by the City for further action. Recommendations from the meetings shall be agreed upon collectively by group members and may form part of a report to Council.

7. Delegation

The group performs an advisory function and does not have any delegated authority.

Definition

The term 'environment' in the context of this group shall refer to all the following elements:-

- Native bushland within the City listed under protective covenants by the City of Stirling's Local Biodiversity Strategy and the State Government's Bushplan/Bush Forever State Planning Policy – as per Biodiverse City (Strategic Community Plan)
- Lakes and wetlands within the City covered under the Environmental Protection (Swan Coastal Plain Lakes) Policy and occurring on Council vested reserves and as supporting wildlife habitats and other wetland values
- Ecological linkages and other biodiversity conservation areas
- Coastal foreshore dunes and beaches managed by the City
- All trees naturally occurring and planted that form part of the City's urban forest, and include trees in streetscapes, parkland reserves, natural area reserves and other green spaces
- Environmental sustainability, covering waterwise City and Energy Smart City (as per the Strategic Community Plan).