

TERMS OF REFERENCE

Shire of Busselton Environmental Reference Group.

Purpose

The purpose of the Environmental Reference Group is to monitor the progress and assist implementation of the Shire of Busselton Environment Strategy.

Membership

Term of membership is two years. Nominations will be called on an annual basis for re-appointment of half of the membership through advertising in the Council for Community Page. Members may renominate at the end of their two year term.

Membership is restricted to eight people. Positions of Chairman and Secretary will be made up from the eight people appointed by Council.

Councilors and Shire staff will not be part of the membership. Councilors and Shire staff will have discretionary involvement. The Shire Environment Officers will be required to report on progress of the Environment Strategy on a periodic basis.

Roles

The Group

The role of ERG is to assess the progress of Shire of Busselton Environment Strategy and to provide constructive feedback for it's implementation and to provide a forum that can be used by the Shire/Council to gain consolidated feedback from local environmental interests on issues of environmental importance.

Chairman

Form agendas and guide group discussion through the agendas.

Secretary

Record decisions and issue correspondence on behalf of the group, and ensure all members have these records and are aware of meeting times.

All members

Contribute actively to the discussion and act on decisions of the group where required/agreed.

Councilors

Councilor participation is discretionary. Councilors are invited to attend. Bringing of matters to the attention of the ERG is done so through the Chairman prior to the meeting.

Shire staff

Staff participation is discretionary and matters can be raised in the same way as for Councillors. Environment Officers will be required to report on progress of the Strategy on a six monthly or agreed periodic basis.