



## Proposed Terms of Reference

### Townscape and Environment Committee

#### 1. NAME

The name of the Committee shall be the Townscape and Environment Committee, appointed as an Advisory Committee of Council in accordance with provisions of Section 5.8 of the *Local Government Act 1995*.

#### 2. AIMS & OBJECTIVES

The functions of the Townscape and Environment Committee are:

- 2.1 To assist with identification, development, and review of proposals for streetscapes and reserves including:
  - Prioritising renewal works;
  - Playground proposals;
  - Tree planting;
  - Signage; and
  - Street furniture and public art.
- 2.2 To assist with identification, development, and review of proposals for areas under public management that are of environmental importance, including river revitalisation initiatives. This includes ways to implement measures to restore or protect the natural environment while respecting heritage considerations.

#### 3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a term up to the next Ordinary Election, with Councillor(s) appointed at the first Council meeting following elections, and remaining members thereafter.
- 3.2 In accordance with provisions of Section 5.9(c) of the *Local Government Act 1995*, Council has resolved that the Committee is to comprise of Councillors, Officers and Other Persons.
- 3.3 In accordance with the provisions of Section 5.10(1)(a) of the *Local Government Act 1995*, Council has resolved that the Committee shall have as its members:
  - At least two Councillors
  - Chief Executive Officer or delegate
  - Director Operations
  - Community members (up to 3 members or otherwise as determined by Council following invitation for nominations for membership)
- 3.4 Community members will be appointed by Council following a public invitation for nomination for membership.

## **4. MANAGEMENT/ PROCEDURES**

- 4.1 The formation and conduct of the Committee is in accordance with the requirements of the *Local Government Act 1995*.
- 4.2 The Committee operates under the provisions of the Shire of Collie *Standing Orders Local Law 2017*.
- 4.3 The Shire of Collie *Code of Conduct for the Council Members, Committee Members and Candidates 2021* applies, along with the requirements of Council adopted policy, including *CS1.7 Media and Communications Policy*.
- 4.4 The members of the Committee shall elect a Chairperson and Deputy Chairperson from amongst themselves.
- 4.5 The quorum for a meeting of the Committee is at 3 members of the Committee.
- 4.6 The Committee shall meet regularly at intervals sufficient to administer the affairs of the Committee. Preferably, there shall be not less than four (4) meetings per year.
- 4.7 The Committee is an Advisory Committee and as such, all decisions of the committee shall be presented as recommendations to Council for consideration.
- 4.8 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 4.9 Community members wishing to address the Committee may do so by request, providing information and proposals for consideration.
- 4.10 The Committee may call upon consultants or guests with specific expertise or as the need arises and invite them to attend meetings. Such persons are not entitled to vote on any decision arising from such meetings.
- 4.11 No member of the Committee is permitted to make public comment on behalf of the Committee or the Shire. This does not preclude a member speaking on their own behalf, or on behalf of the group or organisation they may represent.

## **5. Delegation**

There are no delegations to the Townscape and Environment Committee.

Adopted: 9 April 2024  
Council Resolution: 9394