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|  | <h2 style="margin: 0;">Lake Claremont Advisory Committee</h2> <h3 style="margin: 0;">Terms of Reference</h3> |
| <p><b>Key Focus Area</b><br/>Environmental Sustainability</p>                     | <p><b>Relevant Council Delegation</b><br/>Nil</p>  |

### Objectives of the Advisory Committee

1. The Lake Claremont Advisory Committee (**Advisory Committee**) is a formally appointed committee of Council and is responsible to that body.
2. The Advisory Committee has been established to consider matters relating to Lake Claremont and to make recommendations to Council regarding its findings to allow for an informed decision making process.

### Functions of the Advisory Committee

3. The Advisory Committee's function is to make recommendations and provide assistance in relation to the management of Lake Claremont and its immediate environment.

### Advisory Committee Membership

4. The Advisory Committee is to be comprised of:
  - a. Two Town of Claremont Council Members;
  - b. One City of Nedlands Council Member;
  - c. One representative from Friends of Lake Claremont;
  - d. One staff representative from Scotch College; and
  - e. A maximum of two community representatives.
5. An additional City of Nedlands Council Member will be appointed as a Deputy Member of the Committee. The Deputy Member may perform the functions of the City of Nedlands Council Member when the member is unable to do so by reason of illness, absence or other cause.
6. Community representatives appointed to the Advisory Committee shall:
  - a. Be residents of the Town of Claremont;
  - b. Have an interest in Lake Claremont; and
  - c. Ideally have some experience in the techniques used in the management of natural areas.
7. Following each biennial local government election, Council will appoint members to the Advisory Committee as outlined above.
8. Membership to the Advisory Committee will be for a period of two years coinciding with biennial local government elections.

9. In the event of a vacancy due to the resignation of a Committee member, Council may resolve to fill the vacancy by appointing a replacement.
10. Members of the Advisory Committee are bound by the Town's Code of Conduct for Council Members, Committee Members and Candidates.
11. At the first meeting following each biennial local government election, the members of the Advisory Committee will elect a Presiding Member from amongst themselves in accordance with section 5.12(1) of the *Local Government Act 1995 (Act)*.
12. The Presiding Member's responsibility is:
  - a. To provide leadership and facilitate the achievement of the Advisory Committee's objectives;
  - b. To ensure that appropriate conduct is observed at Committee meetings in line with the *Town of Claremont Meeting Procedures Local Law 2018*; and
  - c. To promote full participation and open debate at meetings so that relevant matters are discussed and effective recommendations are made to Council.
13. If the Presiding Member is absent from a Committee Meeting, the Committee Members are to choose one of themselves to preside at the meeting in accordance with section 5.14 of the *Act*.
14. The Chief Executive Officer will appoint an employee of the Town as an Administrator to the Advisory Committee. The Administrator's responsibility is:
  - a. To serve as a secretariat to the Committee by preparing agendas and minutes, and ensuring timely distribution to all members;
  - b. To ensure that meetings are effectively organised and recorded; and
  - c. To provide administrative support for the purposes of the Committee.

## Meetings

15. The Advisory Committee shall formally meet on a quarterly basis. Meetings will be convened by the Presiding Member in consultation with the Chief Executive Officer.
16. All meetings of the Advisory Committee are to be conducted in accordance with the *Local Government Act 1995*, its associated Regulations and the *Town of Claremont Meeting Procedures Local Law 2018*.
17. Quorum for a meeting of the Advisory Committee shall be at least 50% of the number of Committee Members (whether any positions are vacant or not) of the Committee in accordance with section 5.19 of the *Act*.
18. Meetings of the Advisory Committee are generally closed to the public. Public attendance is permitted only through invitation or prior approval by the Committee.

## Reporting

19. The Advisory Committee will generally be provided with the following updates and/or reports at each meeting for consideration:
  - a. A progress report from Town of Claremont employees providing an update to the Committee on the items, tasks and activities that have been completed from the Lake Claremont Operational Plan for the preceding period;

- b. An update from the City of Nedlands Council Member regarding City of Nedlands projects which are of interest to the Committee; and
  - c. An update from the Friends of Lake Claremont Committee Representative regarding the organisation's activities and projects.
20. Where a matter requires a decision from Council, the Advisory Committee shall resolve in its meeting to recommend a decision to Council at the next practicable Ordinary Council Meeting.

**Delegated Powers**

21. The Advisory Committee has no delegated powers and no authority to implement its recommendations without resolution of Council.

| Document Control Box     |   |                  |      |                     |            |
|--------------------------|---|------------------|------|---------------------|------------|
| <b>Business Unit:</b>    | Infrastructure  |                  |      |                     |            |
| <b>Legislation:</b>      | Local Government Act 1995<br>Town of Claremont Meeting Procedures Local Law 2018        |                  |      |                     |            |
| <b>Organisational:</b>   | Town of Claremont Code of Conduct for Council Members, Committee Members and Candidates |                  |      |                     |            |
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