Terms of Reference

Committee: **Waterways Management Committee**

Responsible Directorate: **Infrastructure and Environment** **Version:** **ADOPTED**

1. INTRODUCTION

1.1. The Council of the City of Busselton has established the Vasse River and Toby Inlet Committee (the Committee) pursuant to sections 5.8 and 5.9(2)(d) of the *Local Government Act 1995* (the Act).

1.2. The Committee will act for and on behalf of Council in accordance with the provisions of the Act, local laws, and policies of the City of Busselton and this document.

1.3. The Committee is to consider matters that require a formal decision of the Committee and/or the Council, in order to meet the stated objectives as per Part 2 of this terms of reference.

2. OBJECTIVE

The objectives of the Committee are as follows:

2.1. Identifying practical and implementable actions to sustainably improve the health and amenity of the Lower Vasse River and Toby Inlet;

2.2. Identifying means of funding those actions;

2.3. Assisting the City with implementation of the Lower Vasse River Waterway Management Plan, the Toby Inlet Waterway Management Plan and any other action required to assist with 2.1 above;

2.4. Facilitating information exchange on waterway management, restoration, and enhancement;

2.5. Promoting and encouraging collaboration between stakeholders;

2.6. Having input into the approach and priorities for, and reviewing the outcomes of, trials, research, and monitoring;

2.7. To foster liaison and cooperation between the community and stakeholders on matters associated with the Lower Vasse River and Toby Inlet; and

2.8. To consider the City's position as Interim Asset Manager.

3. MEMBERSHIP

The membership of the Committee is as follows:

3.1. Up to four (but not less than two) City of Busselton Elected Members and one deputy Elected Member;

3.2. Two members of the community will be appointed by the Council as independent external members of the Committee;

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3.3. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.

3.4. Council will appoint new members to the Committee, in accordance with paragraphs 3.1 and (if required) 3.2, at the next meeting of Council following the Council election.

3.5. Independent external members of the Committee may nominate to be reappointed to this role following an ordinary Council election, with appointments and reappointments to the Committee to be made by the Council following each ordinary Council election.

3.6. Membership of a member may be ceased in accordance with the Act.

3.7. Members of the community who have been appointed as independent members of the Committee will be required to agree to adhere to the *City of Busselton Code of Conduct for Council Members, Committee Members and Candidates*.

3.8. The Presiding Member and Deputy Presiding Member will be an elected member of the City of Busselton

4. SELECTION OF COMMUNITY MEMBERS

4.1. Community members will be appointed to the Committee via an Expression of Interest process. All interested community members will be invited to provide a short summary of why they are interested in joining the Committee and what they could contribute.

4.2. The following criteria will be used to assess applications:

a. Qualifications;

b. Level of engagement in local water quality issues, especially through the development of the Lower Vasse River Waterway Management Plan;

c. Connection to others in the community interested in local water quality issues, and ability to support two-way communication with others in the community; and

d. Ability to think openly and creatively about local water quality issues and solutions.

4.3 The final decision on memberships will be made by the Council.

5. STAFF AND OUTSIDE REPRESENTATIVES ADVICE

5.1. City of Busselton staff from relevant departments will advise the Committee.

5.2. Representatives of partner agencies and other stakeholders may be invited to attend Committee meetings as required. This may include:

a. Department of Water and Environmental Regulation;

b. GeoCatch;

c. Department of Biodiversity, Conservation and Attractions; and

d. Water Corporation.

6. PRESIDING MEMBER

6.1. The Council will appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with s5.12 of the Act.

6.2. The role of the presiding member is to preside over meetings, and manage and facilitate participation and discussion.

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7. MEETINGS

7.1. The Committee will meet at a minimum two times per year.

7.2. Notice of meetings will be given to members at least seven days prior to each meeting.

7.3. The Presiding Member will ensure that minutes of all meetings are kept in accordance with the Act and the City of Busselton Standing Orders Local Law.

7.4. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.

7.5. Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they should, as far as practicable, indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee their intention to do so, setting out their proposed alternative and the reasons for that alternative, by 3pm on the day before the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee will then provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.

7.6. Where the Committee makes a decision that involves the making of a recommendation for consideration by the Council, the Chief Executive officer will ensure that the recommendation is presented to the Council as part of the first practicable ordinary Council meeting agenda following the Committee meeting.

8. QUORUM

8.1. Quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

8.2. A decision of the Committee does not have effect unless it has been made by a simple majority.

9. DELEGATED POWERS

9.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers to note an item that does not require a recommendation to Council or further action of Council.

9.2. Committee recommendations, other than those made in accordance with the delegated powers in paragraph 9.1, are not binding on Council and must be endorsed by Council to take effect.

10. APPROVAL

Council Adoption	**DATE**	12 November 2025	**Resolution #**	
Previous Adoption	**DATE**	31 January 2024	**Resolution #**	C2401/22

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