



Environmental Advisory Committee Meeting

29 November 2023

Minutes

To: Environmental Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Environmental Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

Hugo de Vos
Executive Manager Development and Regulation

On behalf of

Suzie Haslehurst
CHIEF EXECUTIVE OFFICER



Preface

When these minutes are approved for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 18 December 2023.




Hugo de Vos
Executive Manager Development and Regulation

On behalf of

Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 10 January 2024.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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1 DECLARATION OF OPENING

Mr H de Vos, Executive Manager Development and Regulation, declared the meeting open at 4.10pm.

1.1 Election of a Chairperson

Date of Report:	24 November 2023
File Reference:	COC14
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	Nil

PURPOSE

To elect the position of Presiding Member of the Environmental Advisory Committee (EAC).

BACKGROUND

At an Ordinary Council Meeting held on 22 November 2023, Council resolved to appoint membership to the committee (Resolution No. OCM282/10/23) as follows:

That Council:

1. Appoints the following Members to the Environmental Advisory Committee:
 - (a) Cr Madacsi
 - (b) Cr McCormick
2. Appoints the following Deputy Elected Members to the Environmental Advisory Committee:
 - (a) Cr Dival
 - (b) Cr Prater
3. Appoints the following Community Member to the Environmental Advisory Committee:
 - (a) Justin Von Perger
4. Requests the CEO update the Committee Book accordingly.

At the same meeting Council endorsed a Committee Book for the Shire of Toodyay.

Legal and Statutory Information

s.5.12 of the Local Government Act 1995.

COMMENTS AND DETAILS

The CEO or her representative will preside over the meeting until the election of the Presiding Member has been completed.

If there is more than one nomination for either position, then members are to vote on the matter by secret ballot as if they were electors voting at an election.

Section 5.12(2) of the *Local Government Act 1995* states that members of a committee **may** elect a deputy presiding member from amongst themselves but any such election is to be in accordance with the Act.

A deputy chair has not been officially appointed before for the EAC therefore, it is not recommended at this stage, unless the committee decides otherwise.

Nominations were called. Cr Madacsi nominated herself.

OFFICER'S RECOMMENDATION 1: DECLARATION – EAC PRESIDING MEMBER

That the Environment Advisory Committee elects Cr Madacsi as Presiding Member.

Cr Madacsi assumed the Chair at 4.11pm.

1.2 ANNOUNCEMENT OF VISITORS

Nil.

1.3 RECORD OF ATTENDANCE AND APOLOGIESMembers

Cr R Madacsi

Councillor

Cr S McCormick

Councillor

Mr J Von Perger

Community Member

Staff

Mr H de Vos

Executive Manager Development and Regulation

Mrs M Rebane

Executive Assistant

Visitors

Nil

Apologies

Nil

1.4 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

2 MINUTES AND ADDITIONAL INFORMATION**2.1 CONFIRMATION OF MINUTES**

Minutes of Meeting held on 2 August 2023

OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC009/11/23

MOVED Cr R Madacsi

That the Unconfirmed Minutes of the Environment Advisory Committee Meeting held on 2 August 2023 be confirmed subject to an amendment to Item 5.1 where the words "to be" are to be inserted between the words "was" and "called".

Voted For: Crs R Madacsi, S McCormick and J Von Perger

Voted Against: Nil

MOTION CARRIED 3/0

2.2 REVIEW OF STATUS REPORT**2.2.1 Status Report and Minutes of previous meeting**

Attachments:	1. EAC Status Report
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The EAC Status report was reviewed.

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS

Nil.

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**5.1 Community Membership on Environmental Advisory Committee**

Cr Rosemary Madacsi raised this matter.

The membership of the committee was discussed. Actions from the discussion are included on the status report.

5.2 Purpose and objectives of the Environmental Advisory Committee meeting

Cr Rosemary Madacsi raised this matter.

Clarification was sought.

OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC010/11/23

MOVED Cr R Madacsi

The Environmental Advisory Committee recommends to Council the following:

That Council:

1. Amends the purpose and objectives of the Environmental Advisory Committee to be:

Purpose

Provide guidance and assistance to Council where possible on matters relating to the environment within the Shire of Toodyay.

Objectives

- (a) make recommendations to Council on matters relating to the environment including but not limited to:
 - Protect and enhance natural resources.
 - Reduce, Reuse, Recycle and Recover
 - Sustainability;
 - Climate change resilience and action;
 - (b) educate and generate community interest and participation in matters relating to the above items;
 - (c) provide feedback to Council in relation to point (b) above;
 - (d) provide input and advice to Council on the implementation of environmental strategies and policies.
2. Requests the CEO update the Committee Book with the above details.

Voted For: Crs R Madacsi, S McCormick and J Von Perger

Voted Against: Nil

MOTION CARRIED 3/0

5.3 STATUS OF THE ENVIRONMENTAL SUSTAINABILITY OFFICER

Cr Rosemary Madacsi raised this matter.

OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC011/11/23

MOVED Cr R Madacsi

The Environmental Advisory Committee requests the Executive Manager Development and Regulation provide an update on the status of the advertisement and Job Description by way of attaching the application package into the attachments to these minutes once it is finalised.

Voted For: Crs R Madacsi, S McCormick and J Von Perger

Voted Against: Nil

MOTION CARRIED 3/0

Attachments

1 Application Package Environmental Sustainability Officer

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Environment Advisory Committee is scheduled to be held on 10 January 2024 commencing at 3.00pm.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 5.15pm.



ATTACHMENTS MINUTES

**Environment Advisory Committee
Meeting**

Wednesday, 29 November 2023

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Environmental Sustainability Officer

APPLICATION PACKAGE





Dear Applicant

Thank you for your interest regarding the position of Environmental Sustainability Officer with the Shires of Toodyay and Victoria Plains.

The following information is provided to assist in the preparation of your application:

- Copy of advertisement;
- Community Profiles;
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;
- Checklist for you to use prior to submitting your application; and
- Applicant Declaration.

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application. Please read these guidelines carefully and follow all instructions.

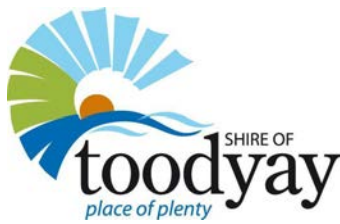
Suzie Haslehurst
Chief Executive Officer
Shire of Toodyay

Sean Fletcher
Chief Executive Officer
Shire of Victoria Plains

6 December 2023

Application Package – Environmental Sustainability Officer
Shire of Toodyay and Shire of Victoria Plains

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Environmental Sustainability Officer

(Shared)

The Shires of Toodyay and Victoria Plains are seeking a dynamic and motivated individual to work with both shires to achieve environmental outcomes.

Hosted by the Shire of Toodyay, this is a shared role that will lead the development and implementation of a Biodiversity Strategy, provide advice, and promote environmental sustainability within the local governments' jurisdictions.

Applicants must have proven relevant knowledge and experience, excellent time management skills, and be great communicators. A commitment to working in a team environment to achieve continuous improvement is essential.

A base salary of \$72,000-\$76,000 per annum plus superannuation is offered. Other benefits include additional superannuation contribution and income protection.

Application packages are available at www.toodyay.wa.gov.au or www.victoriaplains.wa.gov.au or by contacting the Records Officer on 9574 9300 or email records@toodyay.wa.gov.au.

Applications should be marked "CONFIDENTIAL – Environmental Sustainability Officer" and forwarded:

- **By mail** to PO Box 96, Toodyay WA 6566;
- **In-person** to Shire of Toodyay Admin Centre, 15 Fiennes Street Toodyay during opening hours; or
- **Via email** to records@toodyay.wa.gov.au

Applicants must have the right to live and work in Australia.

The Shires of Toodyay and Victoria Plains are Equal Opportunity Employers that value and respect diversity in the workplace.

Please Note:

- *Canvassing of Councillors will disqualify.*
- *The successful applicant is required to obtain a current Federal Police clearance, pre-employment medical, and to provide evidence of all claimed qualifications prior to commencing employment*

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Application Package – Environmental Sustainability Officer
Shire of Toodyay and Shire of Victoria Plains



Community Profiles

The Shires of Toodyay (Toodyay) and Victoria Plains (Victoria Plains) are local government areas, founded in 1836 and 1871 respectively, within the Wheatbelt region of Western Australia. Toodyay and Victoria Plains are historical localities boasting magnificent examples of natural and cultural heritage. As of 2023, Toodyay and Victoria Plains have 173 and 206 places heritage-listed, of which 16 and five are on the State Register of Heritage Places.

On the route to and through Toodyay to Victoria Plains is the Avon Valley National Park and numerous reserves which become a burst of color with magnificent displays of wildflowers during the spring months. Both Shires are part of the Wheatbelt region of Western Australia and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning "mist". Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, such as a bank and ATMs, post office, telecentre, library, pharmacy, day-care, hardware store, supermarket, garage, a bakery, and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football pitches. Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay. Residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development. With commuter rail service available, more people working from home, and a growing number of mining industry workers arriving by air, Toodyay is a popular location for people looking for a port of call or alternative housing that is a safe place for their family.

Victoria Plains covers an area of 2,569 square kilometres and has a population of 802. Its Council Offices are in Calingiri. Between 1841 and 1845 the 'Victoria Plains' were discovered, named and subsequently became nearly exclusively used by shepherds of two local farming families. The romantically named Victoria Plains is home to one of the State's first 'road boards', a number of which were established in 1871 to build and maintain roads and bridges throughout Western Australia. During that period, Victoria Plains defined the land all the way from the Indian Ocean to the South Australian border and from Carnamah in the North to Bolgart in the South.

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Application Package – Environmental Sustainability Officer
Shire of Toodyay and Shire of Victoria Plains

The Benedictine community of New Norcia is a world-renowned tourist destination, founded by a Spanish Benedictine monk in 1847. It is the Shire's most famous town; home to a community of Benedictine monks who own and operate Australia's only monastic community. There are 69 Spanish-influenced buildings, 27 of which are listed by the National Trust due to their significant heritage value; sitting naturally in the bush landscape. The town is so unique that it is also listed as a national estate.

The New Norcia Museum and Art Gallery contains one of the finest collections of moveable heritage in Australia. It houses artworks by Spanish and Italian masters and gifts from the Queen of Spain. A fascinating array of artefacts tell the story of New Norcia's time as an Aboriginal mission, the history of the monks' extensive farming activities and as a place of education and culture.

Calingiri is the administrative centre of the Shire. It is home to the Shire Office, public library, sportsground, and cemetery. A tourist information bay is located on the main street. The centre provides health services, childcare, youth services, playgroups, schools, school holiday programs and it has many groups and organisations supporting the community within the district. Tourism is a growing industry, alongside Vic Plain's grain, livestock and agricultural family owned enterprises.

Wyening Mission Farm, which operates near Calingiri, was established in 1878 by the founder of the Benedictine Community at New Norcia. The monks the mission as a pastoral station, poultry farm and winery for over 90 years and Mission House became an important community centre for the area. The existing buildings on the property retain the character of the early mission farming and wine making days where Spanish monks cultivated orchards, olives and grapes. The historic precinct includes the Mission House (1892), Winery (1919), Manager's House (1905), Worker's cottage (1920), stone dams and wells and remnants of early agricultural systems. Wyening Mission Farm now operates as a grain producer and promotes regional food, history and farming.

Piawaning is a quaint little town that houses huge grain storage facilities which have a capacity for about 110,000 tonnes of grain.

Bolgart, within Victoria Plains, claims the first settled farm in the district and features the historic Bolgart Hotel built in 1916 and the Bolgart Bell Tower. The Bolgart Caravan Park has green lawns and shady trees to enjoy. There is a park with BBQ facilities, a tourist information bay south of the town and a lovely mural at the primary school.

The Boshack Outback (Bolgart South) is a family run enterprise on a secluded property is 1.5 hrs from Perth. Th property has an "Outback Oasis" environment covering 350 acres of pristine bushland with a large freshwater lake fed by natural springs and a pioneers waterhole still in place.

Yerecoin is a thriving town with their popular 'Yerecoin Traders' and a great community spirit. Originally, horses were bred for sale to India in the Monastery. The surrounding areas produce wheat and other cereal crops. The town is a receival site for the CBH Group.

Mogumber is a popular stop for travellers. Camping is available at the Mogumber Oval & Reserve, where toilets and BBQ facilities are maintained by volunteers from the Mogumber Progress Association. The Mogumber hub offers food and beverage being a historic licensed venue owned and operated by the Mogumber Outback Club Inc, a local not-for-profit community group.

Gillingarra is an important bird area (IBA) located near Mogumber and Koogan on the former Midland Railway Line. The boundaries of the IBA are defined by areas of suitable nesting habitat and associated feeding habitat for cockatoos. The IBA comprises isolated marri paddock trees providing nesting sites and food sources for nesting birds. Gillingarra, located west of the Shire features a beautiful seasonal display of wildflowers.

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Application Package – Environmental Sustainability Officer
Shire of Toodyay and Shire of Victoria Plains



Guidelines to applying for an advertised vacancy

These guidelines are designed to assist you in demonstrating your suitability for the role. The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position. Not all applicants will be interviewed. Those who the panel determine best meet the criteria will be considered for interview.

PREPARING YOUR APPLICATION

Preferably the application should be typed, however, neat and legible handwritten applications are acceptable. All information should be stapled / secured in the top left-hand corner. Please do not submit your application bound or in folders. Only copies of supporting documentation should be enclosed to avoid loss or damage to original documents. Original supporting documents must be made available at the time of interview, including a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

Your application should include the following:

- **Application Letter (maximum 4 pages)**

This letter supports your application and should contain details that align to the selection criteria and your suitability for the role. You should indicate how you meet the criterion and provide examples of events and projects which assist in demonstrating the relevant experience, knowledge and skills. Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria. This information is supported by your Curriculum Vitae (also known as Resume')
- **CV/Resume (maximum 4 pages)**

This document should contain current details about you, how we can contact you and outline relevant work history, education, professional development information, qualifications and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.
- **Referees**

You are required to nominate at least two contactable employment referees within your application. These referees should be able to comment on your recent work experience, skills and knowledge in relation to the role. Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers. Preferably one referee should be your current employer but if this is not possible, someone you have worked for in the past two years and who can comment on your ability for this role in a professional capacity.
- **Formal Qualifications**

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. **Do not submit original certificates of your qualifications or academic records.**
- **Evidence of your right to work and live in Australia**

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

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Application Package – Environmental Sustainability Officer
Shire of Toodyay and Shire of Victoria Plains



INTERVIEW PROCESS

➤ Short Listing

The panel will short list applicants for an interview who meet the selection criteria. This may take up to two weeks after the closing date. If you are selected for an interview, you will be contacted to arrange and confirm a time to attend during the period in which the Shire is conducting the interviews.

➤ Interview Process

The panel will generally consist of at least two members. Interviews will be structured and each applicant will be assessed in the same manner. The intent of the interview is to assess your suitability for the role. During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a reply. This is perfectly acceptable. In some cases, preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role. Preferred applicants may also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

➤ Offer and Acceptance

Should you be the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This includes an agreed start date.

➤ Feedback to applicants

If requested, feedback to unsuccessful applicants will be provided.

FORWARDING APPLICATIONS FOR THE POSITION

Your applications can be submitted:

➤ In Person Addressed as follows:

"CONFIDENTIAL – ENVIRONMENTAL SUSTAINABILITY OFFICER"

Chief Executive Officer

Shire of Toodyay Administration Centre 15 Fiennes Street

TOODYAY WA 6566

➤ By Mail Addressed as follows:

"CONFIDENTIAL – ENVIRONMENTAL SUSTAINABILITY OFFICER"

Chief Executive Officer Shire of Toodyay

PO Box 96 TOODYAY WA 6566

➤ By Email to records@toodyay.wa.gov.au

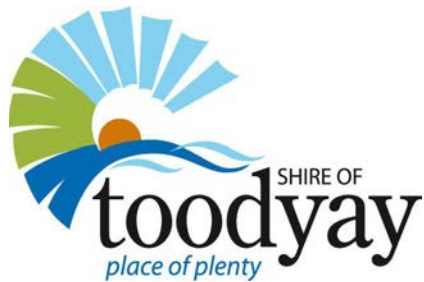
Please ensure that the subject line is marked:

"CONFIDENTIAL – ENVIRONMENTAL SUSTAINABILITY OFFICER"



CHECKLIST

- ☐ Letter of application.
- ☐ Curriculum Vitae/Resume.
- ☐ Statement Addressing the Selection Criteria.
- ☐ Copies **(not originals)** of supporting documentation.
- ☐ Full application has been proofread prior to submitting.
- ☐ The application has been photocopied for personal reference.



APPLICANT DECLARATION

I, _____

Full Name of the Applicant

of, _____

Address of the Applicant

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

Signature of the Applicant

Date

Application Package – Environmental Sustainability Officer
Shire of Toodyay and Shire of Victoria Plains

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Position Description

Environmental Sustainability Officer

Portfolio:	Shared position between the Shires of Toodyay and Victoria Plains
Classification:	Level 6/7 (\$72,000 - \$76,000 per annum)
Purpose of Role:	To lead the development and implementation of a Biodiversity Strategy, provide advice, and promote environmental sustainability within the local governments' jurisdictions.
Complexity:	Moderate level of complexity with requirements to undertake the role both autonomously and as a team member of each respective local government. The role requires good judgement, sound analytical & problem-solving skills as well as a high level of discernment.
Reports to:	The Shire of Toodyay
Supervision of others:	Shire of Toodyay: Executive Manager Development and Regulation Shire of Victoria Plains: Chief Executive Officer
Delegation of Authority:	No direct reports

General Requirements

- Act in a professional and ethical manner and in the best interests of the local governments at all times.
- Maintain confidentiality.
- Work safely and in line with all Work Health and Safety requirements.
- Work in accordance with Council policies and procedures, Acts, Regulations, Standards and Rulings that govern financial activities as amended from time to time.
- May be required to attend out of hours meetings

Work Health and Safety

- Apply understanding of WHS and take responsibility for self and others working safely.
- Be familiar with control of hazards from resources in the workplace and identify training needs to ensure optimum competency.
- Engage with and embrace monitoring processes as a valuable tool to assist and enhance your perspective of the current status of work health and safety.
- Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- Make use of the Health and Safety Committee and Health and Safety Representatives to engage and consult regarding work health and safety matters.

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Environmental Sustainability Officer - Position Description

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Environmental Sustainability Officer

- Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way

Responsibilities & Duties

1. Strategic Management and Reporting

- Lead the development, adoption and implementation of the Biodiversity Strategy for each Shire.
- Investigate, develop and implement environmental sustainability goals, strategies and programs within each Shire including but not limited to the following areas:
 - Biodiversity and biosecurity
 - Climate change
 - Waste and water management
 - Energy use and emissions
- Prepare regular reports on environmental performance, goals and achievements

2. Data Collection and Analysis

- Collect and analyse key data to inform the development of environmental sustainability strategies, goals and programs.
- Identify opportunities and provide recommendations for improvement in resource conservation and sustainable practices.

3. Policy and Compliance

- Provide advice and assist with the development of environmental policies and procedures.
- Maintain up to date knowledge of environmental regulations and standards and work across each organisation to ensure compliance.

4. Stakeholder Engagement

- Collaborate with various departments, including operations, development and regulation, and emergency services, to gather input and ensure alignment with environmental sustainability goals.
- Lead the establishment of and administer working groups and/or committees as required
- Engage with external suppliers, contractors, community groups and the general public as needed.

5. Budgeting and Financial Management

- Monitor sustainability-related expenses and recommend cost-saving measures.
- Identify, apply for, and acquit grants to support environmental sustainability

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Environmental Sustainability Officer

objectives.

6. Other

- Develop and deliver programs to increase awareness and knowledge of environmental sustainability.
- Provide reports, presentations and/or workshops as required.

Values

The following values are expected to be applied by staff in all their activities associated with their role.

Integrity	We behave honestly to the highest ethical standard
Accountability	We are transparent in our actions and accountable to the community
Inclusiveness	We are responsive to the community, and we encourage involvement by all people
Commitment	We translate our plans into actions and demonstrate the persistence that will produce results.

Skills, Knowledge & Experience

Essential

- Demonstrated knowledge of environmental legislation.
- Effective organisational and time management skills, with the ability to work autonomously and achieve deadlines.
- High level problem solving, research, and analytical skills and experience, including the ability to present findings in an appropriate manner.
- Demonstrated ability to collaboratively and in a team.
- Excellent communications and interpersonal skills, with a commitment to quality outcomes.

Desirable

- Relevant experience within a local government environment.

Qualifications and/or Training

- Qualifications and experience in environmental science, sustainability or a related field.

Licences / Clearances

**** All are essential unless otherwise denoted***

- Current WA drivers licence 'C' class
- National Police Clearance

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Environmental Sustainability Officer

- Pre-employment medical

Internal Liaison

- Chief Executive Officer (CEO)
- Other Senior Managers
- Other staff

External Liaison

- Elected Members
- General Public
- Working groups and Committees
- Organisations and community groups
- State and Federal Agencies

PERFORMANCE CRITERIA

Core Competencies

** All are essential unless otherwise denoted*

1. Quality of Work
2. Values & Behaviours
3. Working Relationships

ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities, and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

CHIEF EXECUTIVE OFFICER – Shire of Toodyay

NAME: Suzie Haslehurst

SIGNATURE: _____

DATE: ____/____/____

CHIEF EXECUTIVE OFFICER – Shire of Victoria Plains

NAME: Sean Fletcher

SIGNATURE: _____

DATE: ____/____/____



As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shires of Toodyay and Victoria Plains.

ENVIRONMENTAL SUSTAINABILITY OFFICER

NAME: _____

DATE: _____

SIGNATURE

DATE OF REVIEW:

____/____/____

EAC STATUS REPORT
Environmental Advisory Committee

Supporting Officer
Manager Development & Regulation



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
02/08/2023	Regenerative Agriculture and its opportunities/possibilities/policy challenges in Toodyay	That the Environment Advisory Committee receives the presentation and notes there may be further opportunities to research this concept in terms of what we do as a Shire for the community.	Completed – Minutes provided to Council in August 2023	EA	Completed – Minutes provided to Council in August 2023	Completed – Minutes provided to Council in August 2023
02/08/2023	Status of Draft Local Biodiversity Strategy	That Council: 1. Notes the delays associated with the local Biodiversity Strategy; 2. Notes the significant progress made; and 3. Welcomes the submission made for grants funding to provide necessary resources to complete this important project.	Completed – Minutes provided to Council in August 2023	EA	Completed – Minutes provided to Council in August 2023	Completed – Minutes provided to Council in August 2023 (CRN: OCM191/08/23)
29/11/2023	Community Membership on Environmental Advisory Committee	Executive Manager Development and Regulation to approach the high school regarding any interest from young students. Cr Madacsi to liaise with her	Before next meeting in 2024	EMDR and Cr Madacsi	t.b.a.	

EAC STATUS REPORT
Environmental Advisory Committee

Supporting Officers
MDR/RMO



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
		contacts regarding possible Broadacre farming representation and grower groups.				
29/11/2023	Status Update – Biodiversity Strategy	Committee requested a verbal update.	N/A	N/A	N/A	This will fall into place once the position is recruited and then we look at where the draft is at and finalising the project.
29/11/2023	Issues to raise for the next meeting	Committee requested that a report on fire management practices be provided to the Committee at the next meeting to include best fire management / mitigation practices elsewhere and an explanation of what the current fire break policy is.	20/12/23	EMDR	t.b.a	The EAC wish to be involved in the processes of mitigation and fire management so that they can have an opportunity to see the program and raise awareness about flora roads as they are concerned that the Shire is losing too much roadside vegetation.

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EAC STATUS REPORT
Environmental Advisory Committee

Supporting Officers
MDR/RMO



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
29/11/2023	Issues to raise for the next meeting	The Committee would like a report on Verge Management done or expected to be done by the Shire in 2024.	20/12/23	EMDR	t.b.a	
29/11/2023	Issues to raise for the next meeting	The Committee wish to Develop a biosecurity circular that could be put onto the website.	20/12/23	EMDR	t.b.a	

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