

## PROJECT RECOMMENDATION GROUP – TERMS OF REFERENCE PILBARA ENVIRONMENTAL OFFSETS FUND

### Membership

Name	Job title
Jessica Richings (Chair)	Senior Manager, Nature Programs, Department of Water and Environmental Regulation
Claire Stevenson (voting member)	Senior Manager, Terrestrial Ecosystems Branch, DWER
Rory McAuley (voting member)	Leader, Science Coordination, Biodiversity and Conservation Science, Department of Biodiversity, Conservation and Attractions (DBCA)
Kylie Coward (voting member)	Policy Officer, Pilbara Strategic Policy Team, Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Secretariat  
DWER

### Role of the Project Recommendation Group

The *Pilbara Environmental Governance Framework 2019* (Governance Framework) outlines how the Pilbara Environmental Offsets Fund (PEOF) will be managed and the roles and responsibilities of the Project Recommendation Group (PRG). The role of the PRG is to:

- review and provide advice to the Department of Water and Environmental Regulation (DWER) on project applications;
- recommend to the PEOF Steering Committee which projects should be invested in, based on the Implementation Plan for PEOF;
- provide advice on project reports from delivery agents (if required); and
- provide recommendations to the PEOF Steering Committee regarding project continuation and/or adjustment.

These terms of reference (ToR) are to be read in conjunction with the Governance Framework.

### Member duties

#### Code of conduct

Members of the PRG will adhere to the following code of conduct:

- Provide advice and recommendations fairly and impartially, and act in good faith, ethically and with integrity.
- Be accountable and transparent:
  1. Do not misuse information obtained during your duties. Do not use this information for your own personal benefit, for commercial purposes, or to cause harm to others or PEOF.
  2. Do not use public resources for personal benefit of any kind.
  3. Attending periodic PRG meetings.

### Conflict of interest

The Department of Water and Environmental Regulation (DWER) recognises that members of the PRG may have a conflict of interest when they are making decisions or recommendations on matters regarding PEOF. PRG members are expected to manage any potential conflicts in accordance with the [Conflicts of Interests Guidelines for the WA Public Sector](#), even if they are not members of the WA

Public Sector.

Members of the PRG will disclose all actual and perceived conflicts of interest at the commencement of each PRG meeting. Where conflicts change, or new ones arise, they are to be addressed as soon as practicable.

Where a conflict of interest may exist with an agenda item, the member should disclose it prior to discussion. The Chair may require that the member is excluded from discussions, dependent on the nature of the conflict. If the Chair has a potential conflict of interest they can nominate another member to lead proceedings.

### **Term of membership**

- The term of PRG membership is three years.
- If a member can no longer fulfil the duties expected of PRG, attend meetings and/or wishes to resign their appointment, they must inform the PEOF team or Secretariat members in writing.
- If a member resigns, then the Chair will appoint a new member.
- Members should only send proxies to PRG meetings in extenuating circumstances or emergencies. Proxies will have full voting rights, as it is assumed that they will be acting in the interest of the government department they represent.
- The Director General of DWER may terminate individual membership of the PRG if a member does not act in accordance with the code of conduct.

### **Reimbursement**

The PRG is a non-statutory group and members from government agencies will not be paid a salary for participating. However, DWER may approve, upon request, reimbursement of costs associated with attending meetings where substantial travel is required.

### **Meetings**

The PRG will meet as required in line with the timing of calls for project applications. A special meeting of the PRG may be convened by the chair at any time.

An agenda will be circulated at least one week prior to an ordinary meeting.

### **Decisions**

Each voting member present at the meeting has a deliberative vote, unless the code of conduct determined by the Panel prevents the member from voting.

A quorum is three deliberative votes.

### **Minutes**

DWER will fulfill the secretariat function for the PRG. The secretariat will circulate draft minutes to members within one week after an ordinary meeting. Members have one week to provide comments on the minutes.

### **Communications**

Members may not make public comment on behalf of the PRG, PEOF or the WA Government to the media or outside organisations, unless authorised to do so by the Director General of DWER.

## Review cycle

DWER will review the efficacy of these terms of reference each time the Governance Framework is reviewed, with input from the PRG and Implementation Advisory Group (IAG).