



LITHGOW CITY COUNCIL ENVIRONMENTAL ADVISORY COMMITTEE Terms of Reference

Committee name

Environmental Advisory Committee (Committee)

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) By a committee of the council*

Resolutions

Resolution to establish the Committee: Min 07-254: Ordinary Meeting of Council held 18 June 2007

Resolution to update the Terms of Reference of all Council's Advisory Committees: Min 09-381 of the Ordinary Meeting of Council held 14 September 2009

Resolution to adopt the revised Terms of Reference: Min 10-137 of the Ordinary Meeting of Council held 12 April 2010

Delegations

The Committee has no delegations from the Council.

Financial arrangements

Unless expressly resolved by Council the Committee has no powers to neither commit nor expend any Council funds.

Term of the Committee

The Committee shall operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's responsibilities

The principal responsibilities of the Committee are to advise Council on environmental issues with a focus on natural resource management and urban environmental sustainability.

The Committee will:

- Provide local knowledge and expertise about the natural environment within the Local Government Area.
- Provide informed and constructive advice in regard to urban environmental sustainability, including cycle and walkways, green areas, threatened species within urban areas, urban bushland regeneration, and connectivity to natural areas, community nurseries and gardens.
- Identify emerging issues of concern to the health of the natural environment within the Local Government Area.
- Provide specific and targeted feedback on a range of Council policies, strategies and management plans that relate to natural resource management and urban environmental sustainability.
- Provide advice and input as required into the development and/or management of environmentally sensitive lands under Council's control.

Council responsibilities

Council will provide secretarial support.

Councillor membership

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

Committee membership

The Committee will be comprised of the following representation:

- 2 Councillors;
- 1 nominated member of Lithgow and Oberon Landcare Association and 1 alternate nominated member;
- 1 nominated member of Lithgow Environment Group and 1 alternate nominated member;
- 1 nominated member of Lithgow Tidy Towns and 1 alternate nominated member;
- 1 nominated member of the Community Nursery and 1 alternate nominated member;
- 1 Hawkesbury Nepean Catchment Management Authority representative and 1 alternate;
- 1 Community Representative and 1 alternate member
- Team Leader Environment (or nominee)
- Group Manager Environment and Development (or nominee)

Committee member responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

Appointment

All members of the Committee will be appointed by a resolution of the Council following an expression of interest process

Term of office of Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be for the term of the Council unless otherwise resolved by the Council.

Contact Officer

Council's Team Leader Environment shall be the Contact Officer to the Committee.

The Contact Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- Provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) has been absent for 3 consecutive meetings of the committee without having given reasons acceptable to the Committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

A quorum of $\frac{1}{2} + 1$ of total members is required at all meetings with at least one of the Councillors present.

Office holders

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council staff.

These positions shall be determined by an election at the first meeting of a new term of the Committee.

Frequency of meetings

Meetings shall be held quarterly on the second Wednesday of the month. The meetings are to be held on even months such as February then April etc. Meetings will commence at 4.00 pm and finish no later than 6.00 pm or as otherwise determined by the Committee. The committee may also call a special meeting in extraordinary circumstances where a quorum believes this to be necessary.

Agenda

- An agenda will be prepared and distributed 5 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 10 days before each meeting.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least two (2) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.