

Environment and Sustainability Advisory Committee Terms of Reference



Classification

Advisory committee of Council

Purpose

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in initiatives, policies and strategies concerning

- Climate resilience
- Renewable energy
- Water conservation
- Biodiversity and the natural environment
- Sustainable land management
- Recycling and waste management
- Environmental education and engagement

Objectives

- Raising issues of interest and concern for Nillumbik for information to, and consideration by, Council on all aspects concerning environment and sustainability.
- Assist in the preparation or review of key environmental, land management and sustainability strategies and policies.
- Provide input and advice to Council on issues of environment, land management and sustainability.
- Check the progress of actions in the Green Wedge Management Plan with regard to environment and sustainability outcomes.
- Provide coordination, liaison and communication with other Council advisory groups and key external stakeholders.

Membership and chairperson

- Environment and Sustainability Portfolio Councillor to act as chairperson, with second Councillor to act as alternate chairperson
- Twelve community representatives, selected to reflect a range of interests, expertise and experience from across the Shire.

Term of appointment

Community representatives will be appointed for a three year term or until otherwise resolved by Council. Members must be able to commit to meet at least bimonthly over the three-year period

Co-opted members

The Committee may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period of time. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.

Mid term vacancies

Vacancies during the Committee term may arise from resignations or where a Committee member doesn't attend meetings at the required frequency.

Vacancies will be advertised to those who initially applied and via website, council and local publications

The Committee Chair has discretion appoint members to vacant positions during the Committee term

Quorum

A meeting should only take place with a quorum of:

- Seven members.
- One Council officer must be present for administrative purposes.

Member responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- Undertake induction as a volunteer of Nillumbik Shire Council.
- Demonstrate an understanding of at least one area of interest to this committee relevant to Nillumbik.
- Understand the role of local government as an educator, influencer or manager in the environmental and sustainability area.
- Be conversant with relevant Council plans and policies.
- Prepare for and actively participate in regular Advisory Committee meetings.
- Keep informed on current developments, issues and concerns in relation to rural and peri-urban environments
- Have knowledge of State Government policy and current issues regarding rural and peri-urban environments.
- Be reasonably available to attend meetings
- Respect confidentiality, if required, of matters discussed in meetings
- Declare conflicts prior to the discussion of an agenda item

Nillumbik Shire Council is committed to providing a safe workplace for employees, Councillors and volunteers. Members of Council Advisory Committees must:

- Adhere to the *Equal Opportunity Act 1995*, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.
- Adhere to the requirements of the *Occupational Health and Safety Act 2004* and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.
- The Council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Committee induction process.

Meeting frequency

Meetings are held at bimonthly at the Civic Centre, Civic Drive, Greensborough, unless otherwise advised.

Management of the Committee

- Director Operations and Infrastructure or nominated delegate in the role of secretariat, will resource the Committee and attend all meetings, provide information, support and technical advice.
- The secretariat is responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.

Reporting procedure

- The Committee is an advisory group that is established by Council. It is not a decision making body and does not require voting protocols or other decision making mechanisms.
- Any formal advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflected in any minutes, reports and statements issued.
- Once confirmed, the minutes of the meetings are presented to Council at the next scheduled Council Meeting.

Public Statements

Members of the Committee cannot make public statements on behalf of Council.

References

- Biodiversity Strategy 2012
- Climate Change Action Plan 2016-20
- Council Plan 2017-2021
- Domestic Wastewater Management Plan 2015-18
- Economic Development Strategy
- Environmental Education Strategy 2012
- Environment Charter 2012
- Green Wedge Management Plan 2010-2025

- Integrated Water Management Strategy 2013
- Invasive Species Action Plan 2015
- Municipal Strategic Statement

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