

# CHARTER

## ENVIRONMENT ADVISORY COMMITTEE

Date of Adoption: November 2010

<b>Committee Reports to</b>	<b>City of Canada Bay Council</b>
<b>Chairperson</b>	<b>Councillor Charles Jago</b>
<b>Committee Name</b>	<b>Environment Advisory Committee</b>

## Purpose

The Committee's purpose is to provide council with a community voice on environmental issues that matter to them and to assist council in communicating and engaging with the wider community on environmental initiatives.

The core objectives include;

- providing an avenue of communication from the community to council on environmental issues
- promoting and raising awareness of sustainability issues within the community
- supporting the implementation of Council's community strategic plan and adopted environmental strategies and policies
- utilising the skills and experience within our community to ensure Council projects and programs are best practice

## Authority

The Council authorises the Committee to act within the scope of its role and responsibilities as set out in this Charter.

## Vision

To make Canada Bay a more environmentally sustainable place, through the involvement of community members from across our City.

## Membership

The committee is supported by council staff through strategic guidance, the provision of relevant data and information, the provision of meeting space, access to council's communication channels and where agreed, campaign funding.

The committee will consist of;

- At least one Councillor (Chair)
- Nominated Council Staff including the Sustainability and Health Projects Coordinator and Civil Environmental Engineer and other Council staff as required
- Up to up to 12 community members ideally representing a cross section of the community including;
  - four resident representatives (residents from various suburbs)
  - four community representatives (business, community organisations, chambers, sporting groups, scouts, parent and friend groups, churches, etc)
  - four student representatives (university students and senior high school students)
- There will be at least one councillor as a member of the committee.
- Up to 12 community representatives may be members of the Committee at any one time - all community representatives must be residents of Canada Bay and/or work in the Canada Bay community and the aim is to have a mix of community representatives from all sectors and suburbs including 4 student representatives where possible. Student representative will be determined on a case by case basis and parental supervision at the meetings will be requested or an agreed arrangement for drop off and pick up will be signed.
- All members will have experience or qualifications in an area of expertise of benefit to the committee's work such as environmental sustainability, community development/services, education, engineering, urban design and planning and/or a demonstrated commitment to sustainability in their lives.
- Council and the committee members shall proactively seek the involvement of community members, including stakeholders with little or no previous involvement, such as youth, people of culturally and linguistically diverse backgrounds, indigenous people and business representatives.
- Each term of membership shall be for a four year period to be aligned with the elected term of the Councillors.

- There is no formal selection process; however the members of the Committee are to be endorsed by Council. Also each candidate is to complete a statement of commitment in the Sustainable City Committee member form, which will be placed on Council records.
- Members are to attend at least 50% of the meetings throughout the year to maintain their membership on the committee.
- Members who do not attend a minimum of 50% of all meetings may be provided with a written notification from Council, informing them that their membership will be terminated.
- Should a member determine to resign from the committee, a formal written notice must be provided to the General Manager, City of Canada Bay

## Role of the Committee Members

The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times recognise that the primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The role of the Committee is to:

- Attend and actively participate in meetings and other activities deemed appropriate by the Committee such as volunteer for sustainable events and projects
- Adhere to Councils Code of Conduct and Code of meeting practice for Staff, Councillors and Volunteers
- Share knowledge and expertise with the Committee and work in collaboration with other Committee members
- Advocate for the community on issues relating to the environment and promote active participation in Councils programs to the wider community through their networks

Members of the Committee are expected to:

- Contribute the time needed to review Councils Corporate Strategic Plan and Environmental strategies, policies
- Actively participate in up to 3 volunteer activities per calendar year
- Regularly bring agenda items to the meeting to encourage discussion on environmental issues in the community
- Discuss environmental issues within the community and bring feedback to the meeting

## Administrative Arrangements

### Meetings

The Committee will meet at least six (6) times per year on the last Thursday of the month. The Chair of the Committee will decide the need for any additional meetings, though other Committee members may make requests to the Chair for additional meetings.

A meeting schedule, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting schedule will cover all Committee responsibilities as detailed in this charter. External specialist consultants, service providers or relevant Council staff may be invited to attend meetings where required.

### Attendance at Meetings and Quorums

The committee shall not transact any formal business unless there is a quorum of members. A quorum will consist of 50% of Committee members, including at least one independent member (Councillor). All members must attend a minimum of 50% of the meetings a year to maintain membership.

### Minutes and Reporting

The Sustainability Coordinator will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be circulated to each member within fourteen (14) days of the meeting being held, and reported to Council for endorsement.

## Conflicts of Interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

## Review of Audit Committee Charter

Council will review this Committee Charter in consultation every 4 years

## Media Protocol

Members of the Committee are not to speak to the media in their capacity as Committee members all media enquiries are to be referred to the Manager of Communications and Public Relations.

## Code of Conduct

All members shall comply with Councils Code of Conduct and Code of Meeting practice

## Confidentiality

The committee may consider items in confidence. Members will be advised if a matter is classified as confidential. Members must not disclose or distribute information that is confidential.