



## **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**

The Committee may make recommendations to the Council; however, recommendations do not constitute a resolution of the Council.

### **Delegations**

The Committee has no delegations from the Council.

### **Financial Arrangements**

Unless expressly resolved by Council, the Committee has no powers to 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:

- Contribute knowledge and expertise about the natural environment within the Lithgow LGA to inform projects and decisions of Council.
- Provide advice regarding urban environmental sustainability, including cycle and walkways, green areas, threatened species, urban bushland regeneration, connectivity to natural areas, community nurseries and gardens.

- Identify emerging issues regarding the health of the natural environment.
- Provide feedback on Council policies, strategies and management plans.
- Provide advice and input as required into the development and/or management of environmentally sensitive lands.
- Review implementation of reserve management plans.

### Working Groups

Under guidance from the Administration, the Council or Committee may convene working parties to research and advise Council on research projects approved by Council following development and recommendations from the Administration. The Working Group will report to the applicable Committee (not directly to Council) and advice will be provided to the Committee by way of written report and recommendations prior to it being received by Council.

The working groups will be appointed from a list of suitably qualified or experienced community volunteers, and they will be established through a public EOI process for periods no longer than 6 months. At the end of this period the working party will report to the Committee on the outcome of their research relevant to Council's original request.

The list of participating community volunteers will be compiled and kept current by the Administration. Each working party will be governed by a standard constitution that mandates compliance with Council's Code of Conduct and adherence to the requirements of the Local Government Act 1993.

Complex Working Groups may require a Terms of Reference and Project Scope to ensure that agreed outcomes are achieved and potential conflicts of interest are managed appropriately. In such cases, the Administration will prepare a brief Terms of Reference and Project Scope for the approval of the Committee prior to forming the Working Party.

### **Councillor Membership**

Periodically and at least at the commencement of the Council term, the Council shall nominate 2 Councillors, including the Mayor.

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 considered when determining a quorum for a meeting of the Committee.

### **Committee Membership**

The Committee will be comprised of the following representation:

- 2 Councillors (including the Mayor),
- 1 nominated member of Lithgow and Oberon Landcare Association
- 1 nominated member of Lithgow Environment Group
- 1 nominated member of Lithgow Tidy Towns
- 1 nominated member of the Community Nursery
- 1 Central Tablelands Local Land Services
- 1 Community Representative
- Director People and Places
- Team Leader of Environment and Regulatory Services (or nominee)

All members other than the Team Leader of Environment and

Regulatory Services (or nominee) will be voting members of the committee.

### **Committee Member Responsibilities**

- Compliance with Council's Code of Conduct.
- Compliance with Council's WHS system objectives and instructions.
- Compliance with Council's Social Media Policy.

### **Appointment**

All members of the Committee will be appointed by a resolution of the Council.

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

- has been absent for three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absence; or
- has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given reasons acceptable to the Committee for the member's absence.

### **Term of Office for 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 Council.

### **Executive Officer**

The responsible Director, or nominee shall be the Executive Officer to the Committee. The Executive Officer shall:

- organise executive support for the Committee;
- organise preparation of the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and staff commentary 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 stated below.

### **Office Holders**

The Chair and Deputy Chair be appointed by the Committee at the first meeting of the Committee after the delegation of Councillors to the Committee.

### **Frequency of Meetings**

Meetings shall be held at least every 2 months on a day and a time to be determined by the committee.

### **Meeting Protocol**

- An agenda will be prepared and distributed three working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings with at least 5 being present, either in person or virtually via the software application nominated for use by Council.

### **Minutes and Reports to Council**

- Minutes of meetings will be kept and will be reported to Council.
- The Minutes of the meeting will be submitted to the next ordinary meeting of Council.