



## 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

Resolution to adopt the revised Terms of Reference: Min 17-15 of the Ordinary Meeting of Council held 27 February 2017

Resolution to adopt the revised Terms of Reference: Min 19-237 of the Ordinary Meeting of Council held 26 August 2019

Resolution to adopt the revised Terms of Reference: Min 23-102 of the Ordinary Meeting of Council held 22 May 2023

#### **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 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 regards to urban environmental sustainability, including cycle and walkways, green areas, threatened species within urban areas, urban bushland regeneration, 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.
- Review implementation of reserve management plans.

## **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 Central Tablelands Local Land Services and 1 alternate;
- 1 Community Representative and 1 alternate member
- Director People and Services

Council officers (non-voting):

- Team Leader Environment (or nominee)

### **Committee member responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's WHS 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.

### **Executive Officer**

Council's Director People and Service shall be the Executive Officer to the Committee.

The Executive 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 member's 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 and Deputy Chair be appointed by the Committee at the first sitting of the Committee after the annual election of Councillors in September/October.

## **Frequency of meetings**

Meetings shall be held bimonthly on the second Wednesday of the month. Meetings will commence at 4.00pm and finish no later than 5.00 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**

- Agenda items shall be submitted to the Council Contact Officer a minimum of 3 weeks before each meeting.
- An agenda will be prepared and distributed 1 week before each meeting, together with the minutes of the previous 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.