

Terms of Reference: Sustainability Advisory Committee



1. Purpose

The purpose of the Sustainability Advisory Committee is to provide community input, advice and feedback on specific sustainability projects as they occur. The committee will:

- a) Help to ensure that Council's plans and policies meet with community expectations.
- b) Provide relevant expertise to help ensure that plans and policies effectively meet their objectives and are consistent with Council's strategic goals and values.
- c) Assist in developing partnerships and communication networks to ensure effective dissemination of information and coordinated sector advice and feedback to Council.

2. Scope

The scope of the Sustainability Advisory Committee is to assist council by:

- a) Providing community input, advice and feedback on:
 - i. The review of the Renewable Energy & Emissions Reduction Plan,
 - ii. Developing community emissions reduction targets and measures to achieve them,
 - iii. Other relevant projects nominated by Council or Council staff.
- b) Engaging with stakeholders relevant to the committee for achieving the purpose.
- c) Disseminating information about council programs and events into the community.
- d) Promoting community participation in environmental programs and activities.

The tenure of the Committee will cease upon Council adopting an updated Renewable Energy & Emissions Reduction Plan.

3. Meeting Arrangements

The Sustainability Advisory Committee will meet at least twice a year, depending on demand, but not more than monthly (unless members agree), at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

The agenda and minutes will be circulated at least one week prior to the meeting once receiving the Chairperson's advice.

4. Committee Composition

The Sustainability Advisory Committee membership consists of the following:

- a) One Councillor
- b) Four community members
- c) Two community organisations

[Note: community member nominees are to be resolved by Council before they are appointed to a committee. It is the individual that is appointed, they cannot be represented by another person. Community organisations are appointed by Council as an organisation. They can choose their own representative to attend meetings on their behalf.]

A Council support staff member will be provided to assist and advise the committee and Chairperson and act as a secretariat (e.g. meeting procedure, minutes etc.). Council staff relevant to specific projects may also attend relevant meetings.

Members will be selected based on:

- a) The depth and range of their experience and/or expertise in one or more of the areas above.
- b) Their community involvement in the Coffs Harbour LGA, and participation in community based environmental sustainability projects.

Selection will be made so that the group as a whole will have the best range and depth of expertise.

If a member tables apologies for an extended period of time (more than 3 consecutive meetings) they will be asked to vacate the position if they cannot provide an adequate reason for the vacancy. (This does not apply where a member has been granted a leave of absence for personal reasons such as sickness, study, etc. and wants to maintain their position on the committee.)

The Sustainability Advisory Committee will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

The term of office for the Chairperson and Deputy Chairperson shall be twelve (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Sustainability Advisory Committee.

The role of the Chairperson is detailed in the Council Committee Handbook.

Observers

The committee meeting is open to non-committee members to attend as observers or guests. Both observers and guests must identify themselves at the beginning of the meeting and adhere to meeting conduct/procedure. They cannot propose recommendations and have no voting rights, however they can contribute to discussion if invited to by the chairperson.

5. Length of Appointment

Committee members will serve a term of 4 years, with half of the committee to turn over every 2 years. This enables the skill base of the committee to remain relevant to current and upcoming projects. To facilitate this arrangement half of the initial appointments to the committee will be for a term of 2 years.

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

6. Delegations and Expenditure

The Sustainability Advisory Committee does not have any delegations.

7. Policy and Procedural requirements

All members of the Sustainability Advisory Committee must, in all circumstances abide following:

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) Sustainability Advisory Committee Terms of Reference

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.