

# Terms of Reference: Sustainability Advisory Committee



## 1. Purpose

The purpose of the Sustainability Advisory Committee is to provide community input, advice and feedback on the City of Coffs Harbour's (City) Renewable Energy & Emissions Reduction Plan (REERP) and other specific sustainability projects as they occur, ensuring that financial sustainability is also considered. The committee will:

- a) Help to ensure that the City's plans and policies meet with community expectations.
- b) Provide relevant input to help ensure that plans and policies are consistent with the City'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 the City.

## 2. Scope

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

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

## 3. Meeting Arrangements

The Sustainability Advisory Committee will meet at least twice a year, not occur more than monthly. 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 voting members:

- a) Two Councillors
- b) Four community members\*
- c) Two community organisations

\* One community member to be representative of young people and aged under 25 years old.

The Group Leader Legal and Governance Services (or their delegate) will attend committee meetings in an advisory capacity.

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.). Other City 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 relevant areas.
- 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.

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.

Observers and special guests can attend at the invitation of the Chair.

#### **4.1 Quorum and voting**

The Quorum for meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only. All other determinations, recommendations and advice can be by consensus.

### **5. Appointment**

The committee members will serve a term of four years and can renominate. To enable the skill base of the committee to remain relevant to current and upcoming projects, half of the committee is 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.

#### **5.1 Attendance**

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative.

### **6. Delegations and Expenditure**

The Sustainability Advisory Committee does not have any delegations.

Recommendations arising from meetings of this committee will be forwarded to the City's Executive representative for tabling with the Executive Leadership Team for determination.

### **7. Review and assessment of the Committee**

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

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report may be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

### **8. Member obligations**

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.