



ATTACHMENTS TO COUNCIL ITEMS
Part 2 – Council Committee Minutes

ORDINARY COUNCIL MEETING
26 June 2018

ATTACHMENT:9.2.1

Minutes of the Sustainable Environment Committee Meeting held
13 June 2018



**MINUTES FOR SUSTAINABLE ENVIRONMENT
COMMITTEE MEETING
TO BE HELD AT THE SHIRE ADMINISTRATION,
11-13 WALDECK ST, DONGARA ON TUESDAY,
13 JUNE 2018 COMMENCING AT 3.00PM**

It should be noted that recommendations made by this Committee are not final and will be subject to adoption (or otherwise) at a future meeting of Council.

PRESENT:	Members	Cr Kellie Wilson (Chairperson) Cr Sandy Gumley Sarah Taylor (NACC) Mic Payne (NACC)
	Staff	Brendan Jeans Yvette Robb Trevor Dunstan
GUESTS:		Jillian McMahon
APOLOGIES:		Mary Yewers Trish Parker

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Meeting opened at 3:05pm. Acknowledge Jillian McMahon.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Apologies received from Mary Yewers. Acknowledgement of Trish Parker's resignation.

3. CONFIRMATION OF MINUTES

**3.1 MINUTES OF THE SUSTAINABLE ENVIRONMENT COMMITTEE MEETING HELD ON
11 APRIL 2018**

A copy of the Minutes of the Shire of Irwin Sustainable Environment Committee Meeting held on 11 April 2018 has been provided to all Committee Members under separate cover.

<p>SUSTAINABLE ENVIRONMENT COMMITTEE RECOMMENDATION TO COUNCIL: MOVED: Cr Gumley SECONDED: Cr Wilson</p> <p><i>That the Minutes of the Shire of Irwin Sustainable Environment Committee Meeting, held on 11 April 2018, be confirmed as a true and accurate recording of that meeting.</i></p>
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Minutes of Sustainable Environment Committee Meeting held 11 April 2018.

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1 TERMS OF REFERENCE

Require formal adoption of the New Terms of Reference for SEC.

SUSTAINABLE ENVIRONMENT COMMITTEE RECOMMENDATION TO COUNCIL:
MOVED: Cr Gumley **SECONDED: Cr Wilson**

That Council adopt the revised Terms of Reference for the Shire of Irwin Sustainable Environment Committee (reference Version 1.1, dated April 2018).

4.2 SUSTAINABLE ENVIRONMENT COMMITTEE ACTION PLAN

Brendan briefed draft Action Plan for 2018/19. Members discussed items.

Action: Brendan to email draft Action Plan for members input.

4.3 ADDITIONAL MEMBERS INVITE

Action: Brendan to arrange for new financial year.

5. PREVIOUS MEETING NEW BUSINESS ITEMS

Action: Include Sarah as a new member for the Committee.

SUSTAINABLE ENVIRONMENT COMMITTEE RECOMMENDATION TO COUNCIL:
MOVED: Cr Gumley **SECONDED: Cr Wilson**

That Council appoints, by Absolute Majority, Sarah Taylor as a member of the Shire of Irwin Sustainable Environment Committee.

6. REPORTS

Nil

7. GENERAL BUSINESS

7.1 NACC UPDATE

Mic Payne presented acknowledging support by Shire and Committee to date.

7.2 BRIDAL CREEPER – OCEAN DRIVE

Jillian presented matter. Confirmed by NACC the plant in question was *dodder lourel* and not a pest plant. No actions identified.

7.3 SHIRE UPDATES

- Seaspray revegetation project (NACC grant funded) works to commence in late June, with planting likely in July.
- No KABC grant projects identified.
- CMPAP grant submitted and awaiting outcome (July 2018)

8. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

9. SETTING OF FUTURE MEETING DATES

The next Shire of Irwin Sustainable Environment Committee Meeting is scheduled for 8 August 2018.

10. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 4:24.

The next Shire of Irwin Sustainable Environment Committee Meeting is scheduled for 8 August 2018.



SUSTAINABLE ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

ADOPTED 26 JUNE 2018 / V1.1



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INTRODUCTION

The following Terms of Reference have been prepared in accordance with the Local Government Act 1995 (Act), the Local Government (Administration) Regulations 1996 and the Shire of Irwin Standing Orders Local Law 2000.

These Terms of Reference apply to the Sustainable Environment Committee established by Council under Section 5.8 of the Act. Advisory Groups are constituted as a Committee of Council and are usually established by Council to provide advice or information in particular areas.

There are many benefits in becoming involved in supporting a Sustainable Environment Committee, including:

- Increased community pride and morale;
- Recognition for those who contribute to our local community
- Improved natural environment;
- Reduction of waste and minimisation of litter;
- Increased public awareness of environment issues;
- Introduction of water and energy saving initiatives;
- Leverage when seeking financial support for future projects.

PURPOSE

The purpose of the Sustainable Environment Committee is the development of activities and targeted campaigns in order to educate different sectors of the community in litter prevention and environmental sustainability. The Sustainable Environment Committee aims to change littering behaviours through the development of programs, providing education to promote interest, pride and a sense of ownership in the appearance of:

- Streets, verges and roadsides;
- Parks;
- Public open space; and
- Private gardens.

OBJECTIVES

The Sustainable Environment Committee provides leadership in the field of litter prevention and reduction. The committee will promote community awareness and engagement, education and work to change attitudes and behaviours of the community and strive to reduce the level of litter in the Shire of Irwin.

- Provide advice and direction (when required) to Council on all activities and programs proposed; and
- Ensure that the activities and programs arranged provide measurable benefits.

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

The Sustainable Environment Committee is to:

- Advise Council on recommendations for Council Expenditure prior to the annual budget cycle;
- Facilitate programs and activities to foster knowledge of:
 - Sustainable gardening principles;
 - Eco-systems and biodiversity;
 - Conservation and sustainability.
- Develop and promote interest, pride and a sense of ownership;
- Seek partnerships to develop new activities and programs;
- Evaluate activities and programs at their completion and make recommendations to Council if required.

TENURE OF THE COMMITTEE

The tenure of Committee members will be in accordance with Section 5.11 of the Local Government Act (1995).

All current members shall be eligible for reappointment, providing that if the member has been appointed as a representative of the Council or another organisation or agency, they are still serving Elected Members or Officers employed by the organisation or agency. Following each local government election there is a requirement for Council to appoint delegates to each Council and external committee to ensure appropriate representation.

OPERATION

Committees shall operate as a committee of Council and shall be bound by the requirements of the Local Government Act (1995) and associated Regulations.

Committee members shall elect a Chairperson and Deputy Chairperson from amongst themselves in accordance with Section 5.12 (1) and (2) of the Local Government Act (1995).

The quorum for a meeting of the Committee will be at least 50% of the number of offices (whether vacant or not) of member, of the Committee, in accordance with Section 5.19 of the Local Government Act (1995).

All Committee members will have voting rights in accordance with Section 5.21 (1) of the Local Government Act (1995). If the votes of the members present at a Committee meeting are equally divided, the person presiding may cast a second vote, in accordance with Section 5.21 (3) of the Local Government Act (1995).

A review of these Terms of Reference will be undertaken, following the appointment of new Committee members.

Each meeting of the Committee shall be properly recorded by the taking of minutes. A copy of the agenda and minutes from each Committee meeting are to be retained on an appropriate Council file as part of the Council's corporate records.

The minutes of each meeting shall be circulated to all Council members in the monthly Information Bulletin.

MEMBERSHIP

The Sustainable Environment Committee will consist of a minimum of six members and that membership will be:

- Manager Regulatory Services;
- Regulatory Service Officer;
- Elected Member/s;
- Community/Community Group Members.

TERMS OF APPOINTMENT

Elected Members

- The term of appointment of the Members of the Committees shall be as determined by any local government elections and therefore is subject to change. There is a requirement for Council to appoint delegates to each internal and external committee to ensure appropriate representation;
- It is desirable that terms are staggered so that the Committee always has an experienced core of members;
- A committee Members' office will become vacant upon the Member ceasing to hold office as an Elected Member of Council;
- In the event of a vacancy in the office of a Member of the Committee the Council shall, if it deems fit, appoint another person as a Member of the Committee on such terms and conditions as determined by the Council.

A Chair will be elected by a majority vote of committee members.

The Chair:

- Chairs all regular and special meetings of the Committee;
- Ensures the preparation of agenda and meeting minutes (may be delegated to another committee member);
- Any item referred to the Committee for consideration will be referred through the Chair;
- The Chair will maintain a cohesive Committee through communication and coordination.

MEETINGS

Meetings will be conducted in accordance with these Terms of Reference and with Section 5.25 (1) of the Local Government Act (1995).

In so far as the Local Government Act (1995), Section 5.25 (1), the Council's Code of Conduct as applicable to the Committee and these Terms of Reference do not specify a procedure to be observed in relation to the conduct of a meeting of the Committee, then the Committee may determine its own procedure.

Meetings of the Committee are not open to the public, except if the Committee has been given a delegation of authority or power to act by Council, or if the Committee has previously agreed to invite members of the public to its meetings.

A Committee shall keep detailed minutes of all business transacted at its meetings in accordance with Clause 13 (b) of the Regulations.

Where the minutes from a Committee meeting include recommendations that require a Council decision, an Agenda report is to be taken to Council.

CODE OF CONDUCT AND OTHER COUNCIL POLICIES

Each Committee and Sub Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

SUB COMMITTEES

Sub Committees may be established for the planning and conduct of activities and programs within the Shire of Irwin, these may be an annual event or one off activities. Sub Committees will be established at the discretion of the Sustainable Environment Committee.

Committee members of the Sub Committee are to be nominated representatives relevant to the nature of the event, such as Community, Tourism or Sponsorship from the Sustainable Environment Committee. Committee members for Sub Committees shall comprise of a minimum of:

- Nominated representative from the Sustainable Environment Committee;
- 2 Community representatives.

The Chairperson of the Sub Committee is the nominated Community or Sustainable Environment Committee Representative.

Minutes of the meetings of Sub Committees are to be reported back to the Sustainable Environment Committee at the meeting following a Sub Committee meeting.

All members of Sub Committees are to abide by the Terms of Reference of the Sustainable Environment Committee. Frequency, location and time of meetings are to be determined by the Chairperson of the Sub Committees.

Nominations to fill vacancies for community representatives shall be called by advertising in the local media and appropriate notice boards. Should more nominations than available vacancies be received, the Sustainable Environment Committee will review.