

Terms of Reference

Purpose	Capitalising on the knowledge, experience and skill available in the community to provide Mitchell Shire Council with strategic advice in respect to environmental sustainability and management issues and initiatives within the municipality.
Relationship of Committee to Council	The Committee will make recommendations to Council in an advisory capacity. The Committee will provide technical advice, local knowledge and support to Council.
Roles and tasks	<ul style="list-style-type: none"> • To provide advice to Council on the development of the Mitchell Environment Strategy and to monitor its implementation once adopted. • To provide environmental input into key Council strategies. • To provide advice on strategic issues that affects the environment, and the design and delivery of specific environmental programs by Council. • To provide a forum through which community representatives, Councillors and staff can discuss, develop and contribute to environmental issues relevant to Mitchell Shire. • To assist with the promotion of the Shire's environmental management policies and projects.
Chairperson	Meetings will be chaired by the Mitchell Shire Councillor, nominated by Council on an annual basis.
Meetings	<p>Meetings will be held on a bi-monthly basis with six meetings being held each year.</p> <p>Specific additional meetings may be required on an as needs basis, such as during the development of the Environment Strategy. Additional meetings will be subject to approval by both the Chairperson and the Director Engineering and Infrastructure or their delegate.</p> <p>A matter that cannot safely or conveniently be deferred until the next meeting be resolved via email.</p>

<p>Membership</p>	<p>The Committee will comprise</p> <ul style="list-style-type: none"> • One Councillor, nominated by Council on an annual basis (who will act as Chair) • Up to nine and a minimum of six community representatives appointed by Council • Director Engineering and Infrastructure • Appointed Executive Support for the Committee (Environment Coordinator) <p>Member apologies are to be received at least 24 hours prior to the scheduled meeting time (where possible). If apologies are received from 50% +1 of the community members, meetings will be cancelled and rescheduled (if feasible) for four weeks after the original scheduled meeting date.</p> <p>Members are asked to check emails the morning the meeting to receive any cancellation notices.</p>
<p>Membership Criteria</p>	<p>The following membership criteria will be used in making community appointments to the Committee:</p> <ul style="list-style-type: none"> • Diversity of environmental interests and knowledge including climate change, waste, biodiversity, natural resource management, farming and landcare, water, energy conservation, environmental education. • Live and/or work within the municipality, or have a demonstrated connection to the municipality through professional, technical or industry alliances. • Representation comprising a mix of urban and rural members across the geographical spread of the Shire. • A mix of skills and attributes to complement other members of the committee • Ability to regularly attend and participate in meetings as scheduled.

<p>Nomination Process</p>	<p>Nominations for appointment to the Committee will be called by public notice in the local media, Council website and by letter to relevant local or peak agencies or community organisations.</p> <p>Nominees shall nominate on the appropriate form to Council within the advertised period.</p> <p>Appointments will be made by Council and selected based on the criteria above.</p> <p>Membership will be for a two year period. Members can re-nominate after their term ends, in accordance with the nomination process.</p>
<p>Resignation</p>	<p>A member of the Mitchell Environment Advisory Committee may resign at any time. Notice of resignation is to be provided in writing to the Executive Officer.</p> <p>Membership of the Committee will be deemed to have resigned if they fail to attend three consecutive MEAC meetings without prior notice</p> <p>Any member who resigns or whose membership is terminated, may be replaced by the Council, following a public nomination process as noted above.</p>
<p>Working Groups</p>	<p>The Committee may auspice the establishment of special interest working groups as needed to progress specific initiatives for a defined period of time. Subject to the approval of the Committee, these working groups may invite other members as required to address the specific issue at hand.</p> <p>Working groups will present opportunities and issues to the wider Committee, upon request to the Committee's executive support officer.</p> <p>All working groups will comprise two or more Committee members and may include relevant staff members.</p>
<p>Conflict of Interest and Confidentiality</p>	<p>In the event of a conflict of interest arising for any member of the Committee, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. Any member who discloses a conflict of</p>

	<p>interest in a matter, must leave the room and not participant in any discussion.</p> <p>Community members of the Committee will enter into a <i>Pledge of Confidentiality</i> agreement at the commencement of their term</p>
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Support	<p>The Council will provide the necessary support to assist the Committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members • Preparing and distributing agendas an prior reading material • Preparing and distributing meeting minutes • Circulating other material to Committee members as necessary • Preparation of an assembly of councillors' record as required under the Local Government Act 1989.
Media	<p>Committee members are not to represent the Committee to the media without prior approval of the Director Engineering and Infrastructure.</p>
Reporting and Review	<p>The Committee shall report to Council by providing a copy of each ordinary meetings minutes and/or a delegates report.</p> <p>The Committee will be given the opportunity to present to Council at least once per annum.</p>
Review	<p>A review of the role, function, membership and productivity of the terms of reference will be conducted at least once every four years to ensure currency, effectiveness and stakeholder engagement.</p> <p>These terms of reference may be revoked at any time by Council</p>