

The background of the cover is a vibrant coastal scene. The top half shows a rocky coastline with turquoise waves crashing against the shore under a clear blue sky. The bottom half features a close-up of green succulent plants with bright pink flowers growing on a rocky, grassy slope.

Waverley Council Environmental Sustainability Advisory Committee 2019 Committee Charter

Charter for the Waverley Environmental Sustainability Advisory Committee (ESAC)



1. Background

There is increasing awareness of the need to achieve more sustainable outcomes from the activities of Waverley Council and its residents, businesses and visitors. The issue was repeatedly raised during the consultations associated with the development of the Waverley Community Strategic Plan.

The Environmental Sustainability Advisory Committee (ESAC – referred to in this Charter as the ‘Committee’) will assist in reducing Waverley’s impact on the natural environment, and guide development of policies and practices which can lead to reduction in the ecological footprint of the LGA. The scope of the committee will extend beyond the natural environment to address topics climate change mitigation and adaptation, urban ecology and community environmental sustainability.

This Charter is intended to guide the operations of Waverley Council’s Environmental Sustainability Advisory Committee.

2. Aim of the Committee

The aim of the Committee will be to assist Council in translating its strategic vision as outlined in the Waverley Community Strategic Plan and Council’s Environmental Action Plan (EAP) in an efficient and effective manner.

3. Purpose Statement

The role of the Committee will be to:

- Work with Council to promote sustainable practices, focusing on the Waverley Community Strategic Plan themes of Sustainable Waste and Sustainable Environment
- Assist Council to implement and achieve the environmental targets of the EAP.
- Assist Council to integrate environmental sustainability into Council policy, plans and operations

4. Membership

- The Environmental Sustainability Advisory Committee will consist of up to four (4) nominated Councillors, one of whom is the Mayor or the Mayor’s nominee, and up to six (6) local sustainability professionals selected through a public Expression of Interest process
- The Committee may have input from expert stakeholders, groups or individuals on environmental issues relevant to that specific meeting. This will be facilitated by the Director of Waverley Futures and the Executive Manager of Sustainable Waverley.
- The Committee will operate as an advisory committee of Council by making recommendations to Council.
- A Councillor who is not a member of the Committee is entitled to attend and to speak at a meeting of the Committee.

However, the Councillor is not entitled to:

- Give notice of business for inclusion in the agenda for the meeting
- Move or second a motion at the meeting
- Vote at the meeting.

5. Meetings of the Committee

- Meetings of the Committee will be held three times per year in March, July and November
- The Committee is an advisory committee of Council and meetings are not open to the public.
- This charter recognises that additional meetings may be required outside the regular meetings to complete the requirements of ESAC. The purpose of these meetings will not be to make recommendations to Council but to complete actions of ESAC.

6. How business will be conducted at Committee meetings

- Members may raise specific matters that they believe are within the Committee Charter for discussion, comment and consideration. Where practicable, members should notify the Executive Manager Sustainable Waverley of items of general business that they would like to discuss in the meeting so that such items can be listed on the meeting agenda. Where there is insufficient time to discuss an item of general business, whether raised before or at the meeting, consideration will be given to placing it on the agenda of the next meeting, or dealing with the matter out of session.
- In general, meetings of the Committee will take place without strict adherence to the rules of debate and other procedural requirements. However, the provisions of this ESAC Charter as to acts of disorder and disorderly conduct will still apply. The main focus of the meeting will be in a workshop format.

7. Council support for the Committee

- Council is responsible for providing administrative support for the meetings. For the purpose of this Charter, the administrative support provided by Sustainable Waverley will be referred to as the Secretariat.
- Council’s main contact for the Committee will be the Executive Manager, Sustainable Waverley, who will initiate communication on behalf of Council with regard to ESAC recommendations, maintain a record of advice, and prepare an update for each meeting.

8. Declarations of pecuniary or significant non-pecuniary interests and participation in meetings

- A Committee member or invited expert stakeholder who has a pecuniary* or significant non-pecuniary interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.
- The Committee member must not be present at, or in sight of, the meeting:
 - at any time during which a matter in which the member has a pecuniary or significant non-pecuniary interest is being considered or discussed by the committee, or
 - at any time during which the Committee is voting on any question in relation to the matter.
- A person does not breach the above clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary or significant non-pecuniary interest.

For more detailed information please refer to Council’s Code of Conduct provided.

9. Declarations of less than significant non-pecuniary conflicts of interests and participation in meetings

- A member of the Committee who has a less than significant non-pecuniary conflict of interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.

10. Acts of Disorder

- a. A Committee member commits disorderly conduct at a meeting if he or she:
 - conducts conversations with other Committee members or otherwise interrupts whilst another Committee member is speaking on a matter before the Committee; or does not remain silent and interrupts the speaker or disrupts or attempts to disrupt the proper conduct of the meeting.
- b. The Chairperson may require a Committee member to retract and apologise without reservation for such an act of disorderly conduct.
- c. A member of the Committee may, as provided by Council's Code of Meeting Practice and this Charter, be expelled from a meeting of the Committee for engaging in or having engaged in disorderly conduct at the meeting.
- d. If disorder occurs at a meeting of the Committee, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the Chair. On reassembling, the Committee must, on a question put from the Chairperson, decide without debate whether the business is to proceed or not.

11. Decisions at a Committee Meeting

- a. A quorum for a meeting of the Committee will be 3 Committee members, two of which must be Councillors. Where a quorum is present, the decision of the committee will be a majority. However, where the vote is tied the chair will have the casting vote.
- b. Voting at a Committee meeting is to be by show of hands or on the voices. Where the decision is not unanimous, a division will be recorded in the minutes.

12. Reports of the Committee

- a. Should the recommendations of the Committee be adopted by the Council, they will become resolutions of Council.
- b. Detailed and accurate minutes of Committee proceedings will be kept. It is intended for these to be circulated to the Committee within two (2) weeks of the meeting. A summary report of detailed minutes, a list of recommended actions raised by the Committee (the Action Tracking Report), and other reports or papers requiring Council consideration for adoption will be included on the agenda for the next relevant Council meeting.

13. Media Protocol

- a. Members of the Committee are not to speak to the media in their capacity as Committee members.
- b. The Mayor or the Chairperson of the Committee are the only persons permitted to speak to the media on behalf of the Committee.

14. Committee Review

A review of the Committee will be completed in 2020.

15. ESAC Tracking Report

- a. An ESAC Tracking Report is to be maintained by Sustainable Waverley. The report will be a running agenda item for the Committee, and reported to Council with the ESAC minutes. As an item is completed and reported to ESAC, it will be removed from the list of actions in the report.

16. Operating rules and procedures for workshop

- a. The role of the workshop session is to maximise the input by the invited expert stakeholders.
- b. Prior to the workshop session, the issues to be workshopped will have been determined and background information on the issues provided to Committee members.
- c. Sustainable Waverley's Executive Manager, or delegate, will introduce the workshop issues to be discussed at each meeting, and briefly present the outcomes, expectations and intentions expected from each group and each issue.
- d. Council officers will not be involved in the workshop groups, except to facilitate workshops and provide information on Council's current position regarding a particular issue being discussed. Council officers may be observers in each working group.
- e. The role of the facilitator / scribe is to run the workshop group so that the focus is on developing recommendations for Council to perform specific actions within the context of the issue being discussed. He / she is to ensure that everyone has a say, work with the timekeeper to keep the meeting on track, and on time, and capture comments from the workshop group word for word on flip chart paper.
- f. The timekeeper works with the workshop group to agree how the time will be allocated and then provides feedback to the committee on how it is tracking, to ensure the committee completes the task within the allocated timeframe.
- g. The facilitator / scribe will report the recommendations of each workshop group back to the entire Committee.

17. Ground Rules for the Committee

- The community interest is the common denominator.
- Mobile phones are to remain off.
- One person speaks at a time – no side conversations.
- Allow each person to have a voice – no one person to dominate.
- Genuinely respect other people's opinions.
- Focus on other people's points of view.
- Listen and acknowledge differences.
- Don't be defensive.
- Come to solutions together that we agree with or agree to put on the 'back burner' until they can be dealt with again.
- Confidentiality – what's said (and by whom) stays in the room.
- Treat each other as people – be open.
- Place an equal weighting on people's views.
- Aim to work as a team.
- Be on time or notify someone.
- The facilitator is the traffic director.
- No hidden agendas.

Glossary:

Pecuniary interest: an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.



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