



## **ENVIRONMENT AND PLANNING ADVISORY COMMITTEE**

### **PURPOSE OF COMMITTEE**

- To provide advice to Council on strategic planning matters;
- To provide advice to Council on environment and sustainable matters;
- To assist Council in the implementation of sustainability and environmental initiatives and projects;
- To assist Council in the implementation of the Green Warrnambool Plan; and,
- To provide advice to Council in relation to conservation and enhancement of the urban landscape.

### **TERMS OF REFERENCE**

- Advice to Council relating to policy and strategy;
- Advice to Council in terms of current issues or trends; and,
- Provide relevant feedback from the community on relevant issues.

### **COMMITTEE STRUCTURE**

Up to six members with an interest and experience in one of the following areas:

- design
- land use planning
- environment /sustainability
- coastal planning
- community engagement
- cultural heritage

### **APPOINTMENT OF CHAIR**

By Council.

### **MEETING TIME AND FREQUENCY**

Quarterly – Noon to 2pm (usually Wednesdays)

### **MEETING PROCESS – Quorum**

A quorum is the Chairperson (or Acting Chairperson) and at least half of the ordinary members.

If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.

### **MANAGING CONFLICT OF INTEREST**

Members must be aware of and manage their own conflict (and potential conflict) of interest relating to matters discussed by the committee, bearing in mind that the committee is advisory in nature.

### **REPORTING REGIME**

Minutes of each meeting will be presented to Council to the next available Council meeting.