

CHARTER

COFFS HARBOUR PROTECTION OF THE ENVIRONMENT TRUST ADVISORY COMMITTEE

1. Overview

The Protection of the Environment Trust was established as a charitable trust by Prosper Coffs Harbour Limited (PCH Ltd) to provide a source of funding to promote protection and enhancement of the natural environment within the Coffs Harbour region.

The Trust has direct linkages to the 'MyCoffs' Community Strategic Plan that was developed by Coffs Harbour City Council. However, as PCH Ltd is a separate legal entity the Trust will provide another mechanism for further research, promotion and support.

2. Purpose

The purpose of the Trust is to support the environmental initiatives that directly involve the Coffs Harbour community in activities that address one or more of the five areas:

- Targeted rehabilitation and restoration
- Acquisition of high conservation lands
- Biodiversity incentives
- Community involvement and ownership
- Improving our knowledge and understanding

These activities will address local conservation issues and raise awareness about ways the community can reduce their impact on the environment.

Projects will be required to demonstrate a direct environmental improvement and build the capacity of the community to understand and respond to environmental issues in the Coffs Harbour region.

3. Objective of the Advisory Committee

The contribution of industry community members, groups and volunteers is highly valued by the Board and as such, the Board has established the Advisory Committee that will include members with interest or expertise from local community organisations and stakeholders.

The Advisory Committee objectives are:

- Advise the Board of PCH Ltd on environmental issues and prospective projects within the Coffs Harbour LGA.
- Encourage sound environmental management practices and involvement in the Coffs Harbour LGA through prospective projects.
- Provide support to the Board of PCH Ltd on the delivery of environmental projects.

4. Role of the Advisory Committee

The role of the Advisory Committee is to:

- Make recommendations on environmental grants and scholarships that are available.
- Be involved in environmental planning in the Coffs Harbour region.
- Provide advice and recommendation to the Board on specific environmental matters or projects for consideration.

5. Composition

The Advisory Committee is to be comprised of up to six community voting members. Attending as ex-officio will be a representative of the PCH Board and PCH Staff.

5.1 Chair

The Chair will be an elected member of the Advisory Committee by the members.

5.2 Secretariat

Staff will provide secretariat support for the Committee meetings, including:

- Preparation and distribution of the agenda and other meeting papers.
- Issue notices for meetings.
- Inviting Council or external specialists to attend meetings when required.
- Taking minutes of meetings.

5.3 Membership

- The PCH Ltd Board approves the membership composition of the committee as outlined in this Charter.

- The PCH Ltd Board will nominate a Board Member to undertake the role of membership within the committee and appoint any additional Board representatives if required.

6. Members

6.1 Appointment

- The appointment of Committee Members shall be for two years.
- Membership based positions will be advertised locally prior to the end of each two-year term.
- All members are eligible for reappointment.
- Where a member fails to attend three consecutive meetings of the Committee without providing cause of absence, the member will forfeit their position and the Chair will request nominations for a replacement.

6.2 Responsibilities

Committee Members are responsible for:

- Support and/or advocacy for the Trust and its objectives and projects.
- Participation at meetings and actioning of any allocated tasks.
- Attending each scheduled meeting.
- Where the Chair requests confidentiality on any issue, members are obligated to do so.
- Members must not make public comment on behalf of the Coffs Harbour Protection of the Environment Trust without permission.

6.3 Conflict of Interest

- Where a member has any direct or indirect interest in any matter before the Committee, which may be constructed as pecuniary or other gain, that interest shall be declared to the Chair of the Committee.
- Where a member so declares, the Chair may request the member not to participate in the matter, or to withdraw from the meeting for the period of discussion.

6.4 Varying and Replacing Members and Absentee Members

- If any Committee Members is unable to attend a scheduled meeting, a substitute cannot be organised.

- Attendance at a meeting by a person who is not a Member of the Committee (such as a guest speaker) may occur with approval of the Chair.

7. Meetings

- The Committee will meet at regular intervals at a time, date and place determined by the Committee in consultation with staff.
- Meeting agenda items will be called for prior to the meeting from all members.
- All meetings will be minuted and copies forwarded to Committee Members after meetings.

8. Expenditure

Unless expressly resolved by PCH Ltd's Board the Committee has no powers to commit nor expend any funds.

9. Record Keeping

Record keeping is the responsibility of the secretariat. Agenda's to be circulated 3 days prior to the meeting. Minutes are to be circulated within 7 days.

All meeting agenda's and minutes will be kept on file.

10. Review

This document is scheduled for review by the Board every two years, in consultation with the Committee.

11. Related Documents/Websites

Prosper Coffs Harbour Website:
<https://www.prospercoffs.org.au>

MyCoffs, Coffs Harbour Community Strategic Plan:
www.coffsharbour.nsw.gov.au/Your-Council/Publications-and-Forms/Pages/MyCoffs-Community-Strategic-Plan