



Environment Strategic Reference Group Meeting

30 March 2017

6.30-9pm

Function Room, Level 3

Petersham Administration Building

2-14 Fisher Street

Petersham

Chairperson: Justine Langford

Minutes: Facilitators Kate Napier and Janene Harris

Agenda

a. **Welcome and Housekeeping**

b. **Apologies**

c. **Introductions**

Some members were absent at last meeting so good to hear a brief background, interests, expertise from everyone again

d. **Review and adopt the Terms of Reference** (attached)

e. **Review and adopt the Schedule of Meetings and Activities 2017** (attached)

f. **Review and note the Group Manager's Report**

g. **Workshop – Vision for a Sustainable and Liveable Inner West** (1h 50min)

h. **General Business** (30min)

- Update on Marrickville Golf Course and Dibble Waterhole (JL)
- Update on Green Living Centre and funding issue with City of Sydney Council (JL)
- Central District Plan comments (AM)

i. **Close**

Environment Strategic Reference Group

Draft Terms of Reference

Adopted March (th) 2017

1. Scope

The Environment Strategic Reference Group (ESRG) consists of community members with demonstrated interest, skills and experience in understanding and addressing issues effecting the Inner West Council (IWC) environment. Their feedback and advice might be sought for input into development of:

- Community Strategic Plan
- Environment and Sustainability policies, strategies and plans
- Council initiatives and programs relevant to the environment and sustainability.

2. Purpose Statement

The ESRG is an advisory group, it is a forum for discussion to assist Council with development and review of environmental and other relevant strategies and programs.

3. Link to Community Engagement Framework

Council is currently developing a Community Engagement Framework which outlines the IWC commitment to including the community in decision-making processes.

Council's SRGs are recognised as a stakeholder in the Engagement Framework.

4. Meeting Principles

As a member of the ESRG, members agree to:

- attend meetings and participate in discussions;
- adequately review any agenda attachments or documents as required prior to meetings;
- allow all members to present their views and opinions;
- clearly declare any conflict of interest regarding any issue under discussion;
- maintain confidentiality where appropriate;
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others, including Council;
- act with integrity;
- only maintain membership to one SRG at any time.

Conflicts of Interest

A conflict of interest exists when a reasonable and informed person perceives that a member is potentially influenced by private interest, whilst making recommendations on issues of public interest.

If a member recognises a conflict of interest then the onus is on the member to disclose to the meeting any agenda item(s) that they have an interest in. The Chairperson must ensure that the minutes of the meeting record the disclosure of the interest and how it was managed.

Confidentiality

If issues arise that require the distribution of confidential information the Code of Conduct will come into play and members will be expected to abide by the Code of Conduct.

Media

Members must not speak, or purport to speak to the media on behalf of Council or the ESRG on any matter, whether or not that matter is explicitly raised in ESRG meetings.

Insurance

Members are covered by the public liability and personal injury policies of Council, whilst attending ESRG meeting or other activities.

5. Meetings

to the SRG will meet 5-6 times during 2017, at a day, time and venue to be set by SRG Facilitator in consultation with the members.

6. Membership, Chairperson and other participants

6.1 Members

Members of the ESRG are community representatives appointed by the Administrator after an expression of interest process.

The ESRG has been established by the Administrator and will operate until December 2017

If a member resigns they may be replaced in the same way as members were appointed.

Members of the ESRG are able to move recommendations to be considered by Council.

Each member is entitled to one vote which will be recorded in the minutes.

6.2 Chairperson

The Chairperson will be responsible for running the meetings and liaising with the ESRG Facilitator (Council staff member) to coordinate the agenda and minutes. The Chairperson is to be selected from members, by the members of the SRG. If the elected Chairperson is absent from a meeting the members are to elect a Chairperson for that meeting.

6.3 Other Participants

Council staff, including the Facilitator, invited speakers and Local Representation Advisory Committee (LRAC) members can participate in discussion at meetings but cannot move or vote on recommendations.

7. Quorum

The Quorum of the Strategic Reference Group will be 50% of appointed members plus 1, or a minimum of 6 members.

8. Facilitator

The Facilitator (Council staff member) will be responsible for supporting the ESRG i.e.: developing the Agenda, inviting speakers to attend the meetings, be present at meetings and take notes of any recommendations or actions.

9. Agenda availability

The Agenda will be circulated to members and other participants one week prior to the meeting.

10. Recommendations and Voting

Members of Strategic Reference Groups are encouraged to reach consensus on any recommendations they make. However, if consensus cannot be reached each member referred to in 6.1 above is entitled to one vote. Any Recommendations of the Strategic Reference Group will be referred to the relevant Group Manager for their consideration and action. An update on the action taken in regards to recommendations made by the Strategic Reference Group will be made at the following meeting.

11. Minutes

Minutes of the Meeting will record any recommendations or actions made by the Strategic Reference Group. Minutes will be published on Council's website within 10 days of each meeting.

Proposed Activities and Meeting Schedule 2017

Strategic Reference Group - Environment

The SRG (from Terms of Reference)

The Environment Strategic Reference Group (SRG) consists of community members with demonstrated interest, skills and experience in understanding and addressing issues affecting the Inner West Council (IWC) environment.

The SRG is an advisory group, it is a forum for discussion to assist Council with development and review of environmental and other relevant strategies and programs.

Proposed activities and meeting schedule 2017

We are aiming to draw out environment issues relevant to the Inner West within four workshop themes listed below (we expect issues relating to transport, food or the private domain, can be picked up within these four workshops – there will also be other SRGs addressing these topics). We hope this structured approach will assist us all in communication and optimising the value of the SRG:

As a group we will assess how effective we have been after each workshop and towards the end of the year – this will include whether all topics and themes have been covered. Each meeting with a workshop may run for up to 2.5 hours.

The following are planned and additional meetings and workshops between March – October 2017

Date	Meeting type	Theme
30 March	Core meeting and workshop	Vision for a sustainable and liveable Inner West
4 May	Additional workshop	Resource Recovery
1 June	Core meeting and workshop	Water and Ecosystems
15 June 29 th June	Additional workshop	Climate Change Mitigation and Adaptation
3 August	Core meeting	Draft CSP Feedback – input words / themes into Vision, Outcomes/Objectives/Strategies
12 October	Core meeting	Proposed evaluation workshop

Roles

IWC Staff will facilitate workshops to seek key information gaps on the selected and related topics, collate necessary data and information and distribute to the SRG prior to each workshop. After workshops and prior to subsequent workshop/meeting staff will collate information and distribute a final draft to the SRG.

Members will use the data and information to assist in discussions and suggestions, review draft outputs from each meeting / workshop, and discuss and agree on final output for each topic at the following meeting.

Community Strategic Plan



The newly proclaimed Inner West Council must develop a 10 year Community Strategic Plan (CSP) in time for the elected Council in September 2017.

The CSP is overarching and will inform all other Council strategies, plans and activities.

The SRG, due to the local knowledge, experience and expertise of its members, is best placed to help shape the environmental and sustainability elements of the CSP.

Objectives 2017

1. We have addressed the SRG's nominated motivation and success factors (see blue box below)
2. We have developed a shared understanding of the current state and strategic directions needed for an environmentally sustainable and liveable Inner West LGA
3. We have developed and enhanced relationships and trust
4. We have obtained, considered and documented the views, suggestions and contributions of the ESRG to enable the development of CSP vision, objectives, strategies and targets in relation to an environmentally sustainable and liveable Inner West LGA

Member's Nominated Motivation and Success Factors for 2017

Developed 9th February 2017 (and via email for those not in attendance)

Members said they are motivated by the opportunity to:

- See improved sustainability on the ground
- Be leaders
- Contribute to the future of the inner west
- Bring back community into Council
- Be part of making inner west great
- Provide evidence based decision making
- Promote local planning and decision making

Members said a successful SRG in 2017 would see:

- Robust input to the community strategic plan
- Work of the SRG respected, valued and evident in Council plans
- Our well-considered contributions reflected in the Community Strategic Plan
- Collaboration rather than confrontation
- Effective targets set with robust monitoring
- The learnings and expertise of the 3 former councils and their communities reflected
- Environmental sustainability embedded across Council and part of everyday business

Members said some of the important issues to address include:

- Council advocating to state government the interests of Inner West Community
- Climate change and carbon reduction commitments
- Greenspace, biodiversity and habitat, urban forests and water
- Sustainable building performance codes
- Sustainable food and community gardens
- Commitment to waste reduction
- Limiting use of toxic chemicals