NORFOLK ISLAND
Regional Council

ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE TERMS OF REFERENCE

1. NAME

The Norfolk Island Regional Council Environment and Sustainability Advisory Committee (ESAC).

2. AIMS

To assist Council on matters relating to Norfolk Island's sustainability, namely waste and wastewater management, water management (water quality and water security), biodiversity conservation and land management matters that relates to Council Land.

3. OBJECTIVES

- To advise Council on the implementation of the NIRC Community Strategic Plan, Environment Strategy and annual Operational Plan as they relate to sustainability and conservation, namely waste and wastewater management, water management, Norfolk Island's Public Reserves, tree management and other land management matters.
- To identify opportunities for collaboration between Council, residents, business, other government agencies and visitors on matters relating to sustainability.
- To assist Council in developing policies regarding land and biodiversity management, and protection of the natural environment.
- To evaluate plans and recommend programs that contribute to waste reduction, sustainable resource usage and management, water conservation and usage and enhance the value of Norfolk Island's Public Reserves and encourage the protection and enhancement of endemic species on private land.
- To assist and advise on community education as it relates to sustainability and biodiversity protection and conservation, pest and noxious weed management and other land management issues as they relate to Norfolk Island.

4. DETERMINATIONS

The ESAC operates on a consensus basis, which submits recommendations for consideration by the Standing Committee of Council.

All activities conducted by the ESAC are to be cognisant of Council's adopted Integrated Planning and Reporting Framework https://www.nirc.gov.au/council-documents

ESAC Membership

Membership of the Environment and Sustainability Advisory Committee shall consist of not less than five people with representation from the following groups or sectors in the community:

1. Special interest groups (Sustainability/Environment/Biodiversity)
2. General community
3. Education
4. Agriculture

Non-voting members:

- Council's General Manager or delegate
- Team Leader Biodiversity
- Department of Infrastructure, Transport, Regional Development, Sports and the Arts (DITRDCSA)
- Parks Australia

The Committee may have input from expert stakeholders, groups or individuals on sustainability and environmental issues relevant to that specific meeting.

Councillors and Council officers

The General Manager may attend any of the Committee meetings but does not hold voting rights and shall nominate at least one staff member for the Advisory Committee.

The role of the staff member is to arrange for the agenda and minutes and to provide guidance on topics specific to the Environment and Sustainability Advisory Committee; staff do not have voting rights.

5. NORFOLK ISLAND REGIONAL COUNCIL'S VISION, MISSION AND VALUES

It is expected that members have an understanding and commitment to support the vision, mission and values of Norfolk Island Regional Council (see Council's Vision, Mission and Values).

The Norfolk Island Community Strategic Plan 2016-2026: Our Plan for the Future has been adopted by the Norfolk Island Regional Council and includes the following vision, mission and values. Members of the Environment and Sustainability Advisory Committee will have an understanding and commitment to support the community and council vision, mission and values.

Vision
Norfolk Island – the Best Small Island in the World.

Mission
The Norfolk Island Regional Council will provide local civic leadership and governance through good decision making, accountability and transparency.

We will protect and enhance our unique culture, heritage, traditions, and environment for the Norfolk Island people. We will do this through promoting a healthy and sustainable lifestyle, by looking after our community assets, and by fostering a prosperous economy.

Values
I CARE:

- **I**ntegrity
- **C**ommunication
- **A**ccountability
- **R**espect
- **E**xcellence.

6. RESPONSIBILITIES OF MEMBERS

All members must be informed of, and abide by, Council's Code of Conduct and its Model Code of Meeting Practice.

Members will be asked to give feedback on relevant issues and strategies through their own business partnerships, personal and professional networks, and circle of friends to gauge response and enhance decision-making.

As an Advisory Committee there may be tasks required to be performed outside of regular scheduled meetings.

ESAC members may be requested to make site visits or excursions to areas of interest as part of their role on the committee.

7. ELIGIBILITY FOR APPOINTMENT

Council seeks members of the community aged 16 years or over who live on Norfolk Island and have a genuine interest in sustainability matters and are committed to making Norfolk Island community sustainable and resilient and/or matters that relate to Norfolk Island's Public Reserves and biodiversity and are committed to improving and enhancing Norfolk Island's unique environment.

8. APPOINTMENT OF MEMBERS

The following rules of appointment apply:

- The Council will actively seek applications for membership from sectors of the community as outlined above to represent the Norfolk Island population on matters relating to Business opportunities, economic development and tourism more generally.
- All nominations for Advisory Committees are formally submitted in writing to Council for appointment.
- The appointment of members is at the discretion of the Council.
- Advisory committees are formally appointed by Council.
- Council must formally appoint new members before they are able to take part in committee meetings.
- To hold office, all Advisory committee members must be appointed by Council for the duration of the term set by Council.
- Members of advisory committees of Council are volunteers; therefore, do not receive payment for services.

9. TENURE OF MEMBERSHIP

The tenure of membership of the Environment and Sustainability Advisory Committee member is two years, unless determined otherwise by Council.

The Council may remove a member from the ESAC. Reasons for removal may include absenteeism or conduct which does not meet the Council's Code of Conduct or Model Code of Meeting Practice. If a member fails to attend three consecutive meetings without obtaining a leave of absence from the ESAC, Council may declare that position vacant.

Vacancies occurring during the Term of the Advisory Committee will be advertised and appointed by the Council.

10. PROCEDURES AND PROCEEDINGS

A quorum of 50 per cent, plus one, is required for the Environment and Sustainability Advisory Committee meetings, unless Council has approved otherwise.

All committees will meet as a minimum, quarterly (every three months), unless Council has approved otherwise.

The Committee shall elect a Chair and a Deputy Chair on an annual basis.

Minutes of the Environment and Sustainability Advisory Committee meetings will be considered within the framework of the Standing Committee of Council.

Members may raise specific matters that they believe are within the Committee Terms of Reference for discussion, comment and consideration. Where practicable, members should notify the Chair 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.

The main focus of the meeting will be in a workshop format.

11. NOTICE OF ORDINARY MEETINGS

Members of the Environment and Sustainability Advisory Committee shall receive at least five working days' written notice of meetings, and such notice shall include an agenda for that meeting. Meetings may be in person or via Microsoft Teams.

12. ATTENDANCE AT MEETINGS

Members may, in consultation with the ESAC, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

13. STAFF OF COUNCIL

The General Manager may approve the use by the ESAC of the services, staff, or facilities of Council.

14. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference will only be amended by a resolution of the Norfolk Island Regional Council.

1 REVIEW AND VERSION CONTROL

Policy Number:		**Responsible Officer:**	General Manager
Next Review Date:	December 2025		
Version:	**Resolution Number:**	**Effective Date:**	**Description:**
1.0	2025/05	29 January 2025	Developed and adopted
2.0	2025/44	26 March 2025	Revised and adopted