

	Issue No.:	7
	Issue Date:	11 July 2018
	Doc owner:	Chief Executive Officer
	Responsible authority:	Board
	Document No.:	ORG-BRD-006
Community and Environment Advisory Committee Terms of Reference	Next review date:	June 2021

TERMS OF REFERENCE

COMMUNITY AND ENVIRONMENT ADVISORY COMMITTEE

Phillip Island Nature Parks (Nature Parks) is an ecotourism and wildlife not-for-profit organisation. Our purpose is “To protect nature for wildlife and inspire people to act”. Our vision is “A place where conservation and ecotourism excellence inspire people to actively protect the environment”.

The Board is responsible for the management of the Nature Parks. It establishes policies and strategic directions for the Nature Parks.

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

1. Purpose

The purpose of the Community and Environment Advisory Committee is to act as a conduit to enable a two-way flow of information between the community, stakeholders and the Board, thereby keeping the Board informed on issues of interest and concern to the community and, in turn, informing the community as to the thinking and direction of the Board.

The Committee is a standing Advisory Committee of the Board. The Committee acts in a consultative capacity and does not have decision making powers.

2. Composition

2.1 Chair

- A Board Member will chair the Committee.
- In the absence of the Chair, the Chair will nominate an appropriate replacement.
- The Chair is responsible for guiding the meeting according to the agenda and time available and reviewing and approving the draft minutes before distribution.
- Minutes and matters of community interest and concern will be reported back to the Board after each meeting by the Chair.

2.2 Membership

- The Board approves the membership composition of the Committee as outlined in this Terms of Reference.
- The Board will nominate a Board Member to undertake the role of Chair and appoint any additional Board representatives.

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- Community and stakeholder groups as endorsed by the Board are eligible to nominate a representative to the Community and Environment Advisory Committee.
- Five membership positions are available to be fulfilled by community members not representing the interests of stakeholder groups or organisations.

2.3 Management Representation

- Appropriate Management representation will serve the Committee and will ensure that appropriate Committee procedural processes are maintained.

2.4 Secretariat

The Executive Assistant (Secretariat) provides administrative support to the Committee and this includes:

- Preparation and distribution of the agenda and other meeting papers.
- Issue of notices for meetings.
- Inviting management/external specialists to attended meetings when required.
- Taking notes of proceedings and preparing minutes of meeting.
- Distribution of the minutes to Committee Members which are reviewed by the Chair and accepted by committee members as a true and accurate record at the commencement of the next meeting.

3. Members

3.1 Appointment

- The appointment of Committee Members shall be for three years.
- New community groups may request representation on the Committee by applying to the Chair.
- Community-based positions not representing stakeholder groups or organisations will be advertised locally prior to the end of each three-year term.
- Community-based members may apply to hold a position on the Committee at any time which can be approved by the Chair without advertisement for the remainder of the three-year period.
- All members are eligible for reappointment.
- The Committee may make recommendations to the Chair as to community groups or individuals to be considered for appointment.
- In the event that a member being obliged or electing to retire or resign during the term of the Committee, the Chair may seek nominations for a replacement member from the organisation/stakeholder group they are representing or through public advertisement.
- Where a member fails to attend three consecutive meetings of the Committee without providing cause of absence, the member will forfeit the position and the Chair will request nominations for a replacement.

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3.2 Responsibilities

Committee Members (representatives of community organisations and stakeholders) are responsible for:

- Communicating the interests of their individual organisations/groups to the Committee.
- Communicating outcomes from the Committee directly to their respective organisations/groups.
- Participation at meetings and actioning of any allocated task(s).
- Attending each scheduled meeting, or providing a delegate in their absence (see 4.4).
- Where the Chair requests confidentiality on any issue, members are obligated to do so until further notice. The obligations also apply to the member's delegate/nominated representative.
- Members must not make public comment on behalf of the Nature Parks.
- Members are to state during discussion at meetings if they would like to be named in the minutes with reference to a specific item.

3.3 Conflict of Interests

- Where a member has any direct or indirect interest in any matter before the Committee, which may be construed 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.

3.4 Varying and Replacing Members and Absentee Members

- If any representative of an organisation is unable to attend a scheduled Committee Meeting, a substitute representative from the organisation may attend with prior notice of the attendee provided to the Chair.
- Attendance at a meeting by a person who is not a Member of the Committee may occur with the approval of the Chair.

4. Meetings

- The Committee will meet four times a year for 1.5-2 hours at a time, date and place determined by the Chair.
- Meeting agendas will be determined by the Chair in discussion with the Responsible Officers.
- Committee Members may nominate agenda items to be addressed in detail by making a request to the Chair at least 2 weeks prior to the meeting.
- An agenda item will be maintained to canvass the views of the Committee Members on any matters relating to the Nature Parks.
- Members may be requested to attend special consultation sessions related to Nature Parks' strategy as necessary.
- All meetings will be minuted and copies forwarded to Committee Members after the meetings.

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5. Review

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

6. Related Documents

Phillip Island Nature Parks Public Website:
<https://www.penguins.org.au/>

Phillip Island Nature Parks Strategic Plan 2012-17:
<https://www.penguins.org.au/assets/About/PDF-Publications/Strategic-Plan-2012-17-Phillip-Island-Nature-Parks.pdf>

Phillip Island Nature Parks Community Committees:
<https://www.penguins.org.au/about/local-community/community-committees/>