



Hornsby Shire Council

Sewerage Action Committee Charter

May 2010

Introduction	2
Name.....	2
Purpose.....	2
Roles for the Sewerage Action Committee	2
Membership	2
Structure.....	3
Sub-Committees	3
Working Group	3
Relationships with Council	3
Arbiter.....	3
Committee Meetings	3
Meeting Types.....	3
Procedure.....	3
Use of Email.....	4
Minutes and Reports	4
Review of Operations.....	4
Appendix A: Email Use Guidelines	6

Introduction

This document provides a framework for the Sewerage Action Committee's activities and decision-making processes. It has been developed by Committee members.

The Charter is to be used by Committee members in the development and implementation of initiatives that contribute towards achieving the vision for sustainability in Hornsby Shire, '*Creating a living environment...*' The framework is consistent with Council's strategic framework, which aims for environmental, economic and social sustainability.

Name

The name of the Committee shall be the "Hornsby Shire Sewerage Action Committee".

Purpose

The purpose of the Committee is to assist the Council and the community to secure reticulated sewerage services to Cowan, Galston and Glenorie.

Roles for the Sewerage Action Committee

Membership

The membership of the Committee will comprise self-nominated Councillors (including the Chairperson), Council staff and up to twenty (20) community representatives.

There is no defined period of membership or formal selection process, with the main qualification for membership being a declared willingness to help fulfil the purposes and intent of the Committee. Intending members are required to complete a Statement of Commitment which is placed on Council records.

Advertisements for Committee membership as well as additional volunteer support for Committee projects will be placed in local newspapers as required.

Members are expected to make every effort to attend the scheduled four meetings per year.

Non-attendance at two or more meetings without advance apology will be taken to indicate withdrawal of membership.

Members are encouraged to contribute to the activities of the Sewerage Action Committee and are welcome to attend project, sub-committee or Working Group meetings when they occur.

Additional volunteer support beyond the core Committee membership may be recruited. These volunteers may apply to join the Committee and should be notified when a position becomes available. These volunteers would be included in information-sharing with the Committee.

Structure

Sub-Committees

Subcommittees may be established to work on specific projects or activities.

Working Group

A Working Group of interested Committee members may be established to support the Sewerage Action Committee. This group may discuss, research and provide information, suggestions and recommendations to the full Committee. If established, the Working Group shall function as follows:

- Working Group meetings will be held at the discretion of its members at venues they choose.
- A Working Group Co-ordinator will be appointed by the full Committee at the first meeting of each calendar year.
- An Assistant Co-ordinator may also be appointed.
- The Co-ordinator will provide the Manager, Environmental Sustainability & Health with Working Group Meeting notifications and agendas, so that all Committee members can be invited to Working Group Meetings.
- The Co-ordinator will provide the Manager, Environmental Sustainability & Health with Working Group Minutes for circulation to all Committee Members.
- The Co-ordinator, or their representative, will report on Working Group activities at each full Committee Meeting.
- Continuation of the Working Group will be reviewed annually as part of the review of this Charter.

Relationships with Council

The Committee may seek information and briefings from Council staff and from organisations and individuals other than Council.

Council is responsible for the budget and overall coordination of the Committee.

All Councillors are invited to participate and contribute to meetings.

Arbiter

The Manager, Environmental Sustainability & Health in consultation with the Committee and the Executive Manager, Environment, will be responsible for arbitrating on questions of membership and for interpreting the relevance of submissions or requests received for the Committee's support.

Committee Meetings

Meeting Types

Four core strategic meetings will be scheduled per year.

Additional full Committee meetings may be held, at the discretion of the Committee and Council.

Procedure

For core strategic meetings the quorum of the Committee will be one Council staff, one Councillor and five community members. For sub-committee and project meetings these numbers are not required.

The Chairperson will be a Councillor elected by the Committee. In the absence of the Chairperson, another Councillor will chair the meeting, or a Committee member with suitable facilitation experience.

Core strategic meetings will be held from 6.30pm to 8.30pm on the third Monday of the scheduled month, where possible. A schedule of meetings will be produced at the beginning of each calendar year.

The meeting venue will generally be the Council Chambers. However, upon agreement by the Committee at a previous meeting, meetings may be held at other venues.

Visitors are welcome to attend meetings, but only Committee members are eligible to vote on issues.

Use of Email

Communication outside of core meetings will occur by email (other than when email is inaccessible or when hard copy materials are required for comment). Emails should be responded to within seven days, except where circumstances require a more urgent response. Those who do not respond to an email within this period will be deemed to have no comment, or to have abstained from voting. Members should use the Committee's email guidelines (see Appendix A) when communicating by email. Where decisions are required between Committee meetings, a resolution may be made by email, provided that the communication guideline above is observed, and a quorum is achieved. Seven days is allowed for voting, and a quorum will consist of five community members and two Councillors or Council staff.

Minutes and Reports

The agenda and other relevant documents will be circulated to all Committee members at least one and preferably two weeks prior to the next meeting.

The Manager, Environmental Sustainability & Health will ensure that the details of each Committee meeting are included in the Councillors' Calendar and on the Committee's webpage at Council's website.

The Manager, Environmental Sustainability & Health will arrange for the minutes of each full Committee meeting to be taken and circulated within two weeks of the meeting.

The Manager, Environmental Sustainability & Health will be responsible for reporting the outcomes of meetings to the appropriate Council staff and Council.

The Working Group and sub-committees will forward their reports to the Manager, Environmental Sustainability & Health for distribution as is necessary.

Review of Operations

The Committee is to review this Charter when considered necessary. The Committee is to determine if a review is needed at its first meeting each calendar year.

The Manager, Environmental Sustainability & Health will invite the Committee to review and debate the strategic direction and operations of the Sewerage Action Committee and coordinate the development and finalisation of the revised Charter.

The Manager, Environmental Sustainability & Health will submit a report to Council on the operations of the Committee in April/May each year according to the budget cycle and if the Charter has been revised, submit the revised Charter for adoption.

The Council may, at its absolute discretion, confirm, amend or withdraw the Committee Charter.

The Charter endorsed by Council 10 May 2010.

Appendix A: Email Use Guidelines

Please observe these guidelines for Sewerage Action Committee emails:

- Begin with **Sewerage Action Committee** in the subject field and use short, descriptive subjects.
- Reply or comment within **seven days**.
- **Copy** the Manager, Environmental Sustainability & Health on Sewerage Action Committee emails of substance (rmaiden@hornsby.nsw.gov.au).
- Only mark emails as **important** if they are urgent.
- Send emails only to the person(s) who are relevant to the message. The following guidelines apply to the addressing of emails:
 - o Use **Reply to All** only when you need your message to be seen by each person who received the original message.
 - o Use the **to field** for anyone who is requested to respond or take some actions.
 - o Use the **cc field** when no action is required by anyone in that field.
 - o Use the **bcc field** if you want to hide recipient names and email addresses.
 - o For mass emails to all committee, use the **bcc field** for all persons, and put your own email address in the **to field**.
- **Include the message thread when replying**, so recipients do not have to search for the context of the email in order to deal with it.
- Don't disclose committee member's email addresses to contacts outside the Committee unless prior approval has been given.
- A message or attachment should not be forwarded without permission.
- Limit the number of people in discussions to those who need to know, for example, the members of a sub-committee or project team.
- Compress large attachments.
- Keep your email as concise as possible.
- Don't use capitals, except for headings, as it may be construed as "shouting".
- Don't use email to discuss or disclose confidential information, as the email may not be secure.
- Scan your computer for viruses regularly and update virus definitions.