



GLEN EIRA  
CITY COUNCIL

<b>Terms of Reference</b>	
1. Name	<b>Sustainability Advisory Committee</b>
2. Classification	Advisory Committee
3. Background	To provide a holistic and sector context view of Council's Environmental Sustainability Strategy and waste management objectives through identifying sector and Council strategy alignment; opportunities to advocate and lead in the waste and environment sectors; as well as ensuring performance measures relating to Council strategic objectives are achieved.
4. Function and Role	To make recommendations to Council in relation to environmental sustainability, including: <ul style="list-style-type: none"> <li>▪ Advocacy on behalf of the community on sustainability and waste issues</li> <li>▪ Response to strategic Council and/or sector issues and opportunities</li> <li>▪ Review of policy and strategy updates and progress</li> </ul>
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> <li>▪ A minimum of three Councillors (preferably one from each Ward). Councillors to be appointed annually by Council through Resolution. Three (3) external community representatives with a term of membership of two (2) years from appointment of members or otherwise as endorsed by Council.</li> </ul> <p>Council will appoint community representatives following advertising and assessment against agreed criteria.</p>
7. Chairperson and Term of Chairperson	Councillor Appointed by the Committee annually
8. Voting Rights	All Councillors. Chairperson has casting vote
9. Quorum	Two (2) Councillors and one (1) community representative.
10. Conduct of Members	Meetings of the Committee will be treated as

	an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.
11. Role of Council Staff Attendee(s)	<ul style="list-style-type: none"> <li>▪ Director Environment and Infrastructure</li> <li>▪ Manager Parks and Environment</li> <li>▪ Co-ordinator Sustainability</li> </ul>
12. Meeting Frequency	At least four (4) times annually
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Co-ordinator Sustainability
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021