



GLEN EIRA  
CITY COUNCIL

### Terms of Reference

1. Name	<b>Sustainability Advisory Committee</b>
2. Classification	Advisory Committee
3. Background	To provide assistance to Council in the implementation of Our <i>Climate Emergency Response Strategy 2021-2025   Dhumbali Wurrungi-biik Parbin-ata</i> , and associated policy and strategy. This will improve the sustainability of Council's operations, support our community to reduce their environmental impact and protect residents from the impacts of climate change.
4. Function and Role	To provide advice and recommendations to Council in relation to environmental sustainability, including: <ul style="list-style-type: none"> <li>▪ Providing advice on the implementation of the <i>Our Climate Emergency Response Strategy 021-2025   Dhumbali Wurrungi-biik Parbin-ata and the Glen Eira Urban Forest Strategy</i></li> <li>▪ Reviewing policy and strategy updates and monitoring progress regarding climate, urban forestry, parks and gardens, biodiversity and the Circular Economy Plan</li> <li>▪ Providing advice on Council's advocacy priorities</li> <li>▪ Facilitating understanding of local sustainability issues and opportunities in Glen Eira</li> </ul>
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> <li>▪ A minimum of (3) three Councillors. Councillors to be appointed annually by Council.</li> <li>▪ A minimum of (3) three community representatives.</li> </ul> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</p> <p>Council will appoint community representatives following advertising and assessment against agreed criteria.</p> <p>Appointment of members shall commence on the date of the resolution appointing them and end on the earlier of:</p>

	<ul style="list-style-type: none"> <li>- The expiration of two years,</li> <li>- The cessation of the committee;</li> <li>- The member(s) resigning;</li> </ul>
	<ul style="list-style-type: none"> <li>- Council resolving to remove the member from the Committee;</li> </ul>
7. Chairperson and Term of Chairperson	<p>Chairperson: Councillor appointed by the Committee annually.</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a Councillor member to be the acting Chairperson for that meeting.</p>
8. Voting Rights	Councillors only have voting rights, with Chairperson having 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 <i>Local Government Act 2020</i> apply to all members.
11. Role of Council Staff Attendee(s)	<p>Officers to attend in an advisory capacity to provide advice and assistance to members.</p> <ul style="list-style-type: none"> <li>▪ Director Sustainability, Assets &amp; Leisure</li> <li>▪ Manager Sustainability and Infrastructure</li> <li>▪ Manager Parks Services</li> <li>▪ Coordinator Climate Emergency and Environment</li> <li>▪ Coordinator</li> </ul>
12. Meeting Frequency	<p>At least four (4) times annually</p> <p>All meetings have a Hybrid option where members can join virtually if unable to attend in person as long as appropriate notice is given (minimum of 24 hours) to the meeting organiser.</p>

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	Coordinator Climate Emergency and Environment
16. Date of Council Approval of Terms of Reference	5 September 2023
17. Date of Next Review of Terms of Reference	November 2024