



GLEN EIRA
CITY COUNCIL

Terms of Reference	
1. Name	Sustainability Advisory Committee
2. Classification	Advisory Committee
3. Background	To provide assistance to Council in the implementation of <i>Our Climate Emergency Response Strategy</i> .
4. Function and Role	<p>To provide advice and recommendations to Council in relation to environmental sustainability, including:</p> <ul style="list-style-type: none"> ▪ Providing advice on the implementation of the <i>Our Climate Emergency Response Strategy</i> ▪ Reviewing policy and strategy updates and monitoring progress ▪ Providing advice on Council's advocacy priorities ▪ Facilitating understanding of local sustainability issues and opportunities in Glen Eira
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> ▪ A minimum of three Councillors (preferably one from each Ward). Councillors to be appointed annually by Council ▪ Four (4) community representatives. <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"> - The expiration of two years, - The cessation of the committee; - The member(s) resigning; - Council resolving to remove the member from the Committee;
7. Chairperson and Term of Chairperson	Councillor Appointed by the Committee annually
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)	Officers to attend in an advisory capacity to provide advice and assistance to members <ul style="list-style-type: none"> ▪ Director Planning, Place and Sustainability ▪ Manager Climate and Sustainability ▪ Coordinator Climate Emergency and Environment
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	Coordinator Climate Emergency and Environment
16. Date of Council Approval of Terms of Reference	3 November 2021
17. Date of Next Review of Terms of Reference	November 2022