

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Committee Member
COMMITTEE:	Sustainability Advisory Committee
MEMBERSHIP TERM:	Three years
DATE:	November 2020

BACKGROUND:

In July 2020 Council adopted a Sustainability Framework and associated 2020-22 Action Plan. The Sustainability Framework outlines 15 objectives across three key priority areas: protecting the environment; community wellbeing and social equity; responsible and transparent business.

Feedback from the public on the Sustainability Framework showed significant interest from community members, groups and local business in establishing an advisory committee to support the implementation of the Framework and Action Plan.

The Terms of Reference for the Sustainability Advisory Committee were endorsed by Council in September and are included as part of the Expression of Interest documentation.

POSITION OBJECTIVES:

The objective of the Sustainability Advisory Committee is to consider, provide advice on and monitor the implementation of the Sustainability Framework.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Commit themselves to the Terms of Reference of the Committee.
2. Attend any induction/s for Committee members and adhere to standard Codes of Conduct.
3. Attend meetings of the Committee personally (no proxy allowed) and attend at least 80 per cent of all meetings.
4. Abide by best practice in the conduct of Committees by declaring any real or perceived conflicts of interest as soon as they become known.
5. Comply with any requirements from time to time not to disclose confidential information.
6. Bring knowledge, skills and experience of sustainability to the Committee and contribute to the development of the Committee's collective wisdom.
7. Represent the views and ideas of their networks to the Committee and communicate the collective wisdom of the Committee to their networks.
8. Actively contribute by participation in group discussions and offer knowledge and opinions.
9. Treat other representatives with respect and have due regard to the opinions, rights and responsibilities of others.
10. Maintain the confidentiality of all information provided to the Committee unless otherwise advised.
11. Act in a voluntary capacity.

12. Members representing an organisation are expected to be able to represent the views and ideas of that organisation while participating in the Committee as an individual with their own views, ideas and experience to be contributed for the benefit of the Committee.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

KEY SELECTION CRITERIA:

1. To be eligible for community membership, applicants must work and/or reside within the City of Greater Geelong.
2. Expertise and/or experience in sustainability, including (but not limited to):
 - Climate change
 - Emissions reduction
 - Waste management
 - Biodiversity and natural resource management
 - Land use planning
 - Built environment
 - Sustainable food production and systems
 - Public health
 - Social planning
 - Community engagement and education
 - Risk management
 - Financial analysis
3. Sound understanding of community perspectives, needs and priorities and the ability to bring those views to decision-making.
4. Ability and desire to build positive and effective working relationships.
5. Well-developed communication skills.
6. Commitment and time to actively participate on the Committee.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The Committee is an Advisory Committee for the purposes of the Local Government Act 2020, therefore does not have delegated authority, and reports to Council as required.
- The Committee has no financial delegation.
- The Mayor and the Director are the designated media spokespeople for Committee in accordance with Council's Media Policy.
- Members of the Committee may not speak to the media on behalf of the Committee.

COMMITTEE TERMS OF REFERENCE:

It is strongly recommended interested applicants read the Terms of Reference in full before applying.