

# SUSTAINABILITY ADVISORY COMMITTEE - TERMS OF REFERENCE



## COMMITTEE NAME

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## 1. SUMMARY

A Council Advisory Committee (Committee) is established to bring together interested community members and industry representatives to engage with Council on sustainability topics. The Committee is to be guided by Council priorities outlined in strategic documents including Clever and Creative Vision, Council Plan and other major strategies/frameworks.

The purpose of a Committee is to draw upon local expertise, experience and networks to inform Council decision making through provision of a formal pathway created to collect community and stakeholder input, regular feedback and recommendations.

- Council requested that a Sustainability Advisory Committee be established following the adoption of the *Sustainability Framework 2020* (Framework) and the associated *2020-22 Action Plan* (Action Plan) at the Council meeting on 28 July 2020.
- The Sustainability Advisory Committee will be guided by the Sustainability Framework and Action Plan.
- Recent feedback from community and stakeholders indicated a strong desire for a community and stakeholder committee to be established to support the implementation of the City's Sustainability Framework and Action Plan.

## 2. OBJECTIVES

The Sustainability Framework identifies 15 objectives across three key priority areas: protecting the environment; community wellbeing and social equity; responsible and transparent business.

The formation of the Committee aligns to several Sustainability Framework objectives:

- Harness community knowledge to drive sustainable change;
- Understand and be guided by the needs and expectations of our community.
- Position the organisation to better achieve our sustainability objectives;
- Embed sustainability into our decision-making and look for innovative solutions.

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

## 3. DEFINITIONS

<b>Act</b>	The <i>Local Government Act 2020</i> .
<b>CEO</b>	The Chief Executive Officer of the City appointed by Council.
<b>City</b>	The administration of the City of Greater Geelong led by the Chief Executive Officer.
<b>City Officer</b>	An employee of the City.
<b>Council</b>	The Greater Geelong City Council comprised of Councillors.
<b>Councillor</b>	Elected officials representing the City of Greater Geelong, including the Mayor.
<b>ELT</b>	Executive Leadership Team consisting of the Directors or Executive Managers of the Departments of the City who all report to the Chief Executive Officer.
<b>Mayor</b>	The Councillor elected to be the Mayor of the Council in accordance with the <i>City of Greater Geelong Act 1993</i> .
<b>Sustainability</b>	The City defines sustainability as “working together to position our community, environment and economy to meet our sustainability challenges now and into the future”.

## 4. TERMS OF REFERENCE

### 4.1 Expected/definite life of the Committee:

- 4.1.1 The life of the Committee will correspond to the duration of the Sustainability Framework 2020.
- 4.1.2 The term of community membership will be three years.
- 4.1.3 Members may be reappointed for a second term, however no more than 50 per cent of members who have served a full term may be reappointed at the commencement of a new term.

### 4.2 Appointment of members:

- 4.2.1 The appointment of community members on the Committee shall follow the following process:
  - The City will publicly advertise to seek applications from experienced community members requiring them to demonstrate how they meet the key selection criteria in the approved position description.
  - The City will write to key stakeholder networks to advise them of the opportunity and encourage them to share to their networks and to endorse suitable applications.
  - Applications received by the closing date will be assessed against the selection criteria in the position description, and the requirement for a diverse and inclusive Committee that is representative of our community. Appointment of community representatives will be made in accordance with the Committee Representation Council Policy; and
  - Following receipt and assessment of the application, may be appointed to the Committee in accordance with the Committee Representation Council Policy.

### 4.3 Composition of the Committee:

- 4.3.1 The number of representatives of the Committee shall be no less than 8 and no more than 12 and be drawn from those sectors of the community which have 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

- 4.3.2 The Committee will include at least one representative with expertise and/or experience from each of the priority areas - protecting the environment; community wellbeing and social equity; responsible and transparent business - to ensure the Committee can support the City's holistic and integrated approach to sustainability
- 4.3.3 The Committee will be chaired by the Council Portfolio Chair unless otherwise determined by the Council.
- 4.3.4 A second Councillor representative will be nominated by Council.
- 4.3.5 Other City of Greater Geelong Councillors are welcome to participate as non-voting members.
- 4.3.6 The Committee will also be attended by the following Council Officers:
- Director, Governance Strategy & Performance.
  - Senior Officers from Environment & Waste Services, Finance, Healthy Communities, Social Planning & Investment and Strategy & Performance.
  - Additional staff may be invited to attend when their area of work is relevant to the work of the Committee.

#### **4.4 The role of community representatives is to:**

- 4.4.1 Commit themselves to the Terms of Reference of the Committee.
- 4.4.2 Attend any induction/s for Committee members and adhere to standard Codes of Conduct.
- 4.4.3 Attend meetings of the Committee personally (no proxy allowed) and attend at least 80 per cent of all meetings.
- 4.4.4 Abide by best practice in the conduct of Committees by declaring any real or perceived conflicts of interest as soon as they become known.
- 4.4.5 Comply with any requirements from time to time not to disclose confidential information.
- 4.4.6 Bring knowledge, skills and experience of sustainability to the Committee and contribute to the development of the Committee's collective wisdom.
- 4.4.7 Represent the views and ideas of their networks to the Committee and communicate the collective wisdom of the Committee to their networks.
- 4.4.8 Actively contribute by participation in group discussions and offer knowledge and opinions.
- 4.4.9 Treat other representatives with respect and have due regard to the opinions, rights and responsibilities of others.
- 4.4.10 Maintain the confidentiality of all information provided to the Committee unless otherwise advised.
- 4.4.11 Act in a voluntary capacity.
- 4.4.12 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.

#### **4.5 Authority of the Committee:**

- 4.5.1 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.
- 4.5.2 The Committee has no financial delegation.
- 4.5.3 The Mayor and the Director are the designated media spokespeople for Committee in accordance with Council's Media Policy.
- 4.5.4 Members of the Committee may not speak to the media on behalf of the Committee.

#### **4.6 Conflict of interest and confidentiality:**

- 4.6.1 If a Committee member determines that they have a conflict of interest in any matter which is to be considered at a meeting of the Committee then that person must:
- If he or she intends to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or
  - If he or she does not intend to be present at the meeting, disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.
- 4.6.2 While any vote or discussion is taken on the subject matter the member must:

- Leave the room and notify the Chairperson that he or she is doing so; and
- Remain outside the room and any gallery or other area in view or hearing of the room.

4.6.3 The Chairperson of the Committee must record the declaration and the nature of the conflict of interest in the minutes of the meeting.

#### **4.7 Timing, place and frequency of meetings:**

4.7.1 The Committee will meet at least every quarter and for no more than three hours.

4.7.2 The Committee may decide to meet more often to consider specific issues.

4.7.3 The Committee will be hosted by Council in an appropriate venue, or may meet online.

4.7.4 A meeting of the Committee will not be called with less than two weeks notice to all members, unless there are extraordinary circumstances.

4.7.5 The Committee may form working groups on issues of importance as required.

#### **4.8 Meeting agenda:**

4.8.1 The standing agenda will include:

- Acknowledgement of Country;
- Attendance and apologies;
- Declaration of any conflicts of interest;
- Minutes of the previous meeting;
- Business arising from previous meeting;
- Council Reports on implementation of the Sustainability Framework;
- Items for consideration to be presented by the City;
- Issues identified by community members in writing for discussion and action;
- General business; and
- Summary of actions to be reported on at the next meeting.

#### **4.9 Meeting procedure:**

4.9.1 The Chairperson shall chair the meetings, ensuring both the need for efficiency and the importance of accountability.

4.9.2 If the Chairperson is not present the meeting will be chaired by one of the members present selected by vote of the Committee.

#### **4.10 Meeting quorum:**

4.10.1 A quorum is six members, not including Council officers or Councillors.

4.10.2 If less than six members attend, the meeting may proceed but no decisions can be made.

#### **4.11 Reporting requirements:**

4.11.1 The Committee shall report to Council providing an update of committee activities as required, including an update as part of the Annual Sustainability Report.

4.11.2 Distribution time for agendas is one week prior to the scheduled meeting date.

4.11.3 Minutes from the Committee meeting will be circulated one week after the meeting has been held.

#### **4.12 Secretariat:**

4.12.1 A City Officer will support the Committee.

4.12.2 The City Officer will prepare the agenda for every Committee meeting in consultation with the Chairperson and circulate the agenda and any meeting papers to members before the meeting.

4.12.3 Minutes of actions and decisions will be recorded and distributed to Committee members.

4.12.4 Minutes, reports and correspondence of the Committee will be registered in Council's document management system.

#### 4.13 Facilities and resources:

- 4.13.1 The Committee will not have a budget for approved activities but will advise Council annually on budget requirements in relation to research, advocacy, promotions and community engagement for inclusion in respective program budgets.

## 5. QUALITY RECORDS

### QUALITY RECORDS SHALL BE RETAINED FOR AT LEAST THE PERIOD SHOWN BELOW.

Record	Retention/Disposal Responsibility	Retention Period	Location

## 6. ATTACHMENTS

- Sustainability Framework 2020
- Sustainability Framework Action Plan 2020-2022