



Environment and Sustainability Advisory Committee Terms of Reference

PURPOSE	The purpose of the Environment and Sustainability Advisory Committee is to provide advice, information and recommendations (where appropriate) to Council on matters in relation to environmental sustainability issues, initiatives, policies and strategies.
ROLE	<ul style="list-style-type: none"> • Provide a forum for environment and sustainability issues of interest and concern for Whitehorse to be reviewed and considered prior to Council decision making processes on all aspects of the environment. • Provide input to the preparation or review of key environmental sustainability strategies and policies. • Provide input to the design and delivery of specific environment and sustainability programs by Council. • Provide input on issues of environmental sustainability. • Provide coordination, liaison and communication with other Council appointed community groups and key external stakeholders.
AUTHORITY	The Committee operates in an advisory capacity only and has no delegated decision-making powers. Any recommendations made by the Committee will be submitted to the Council for consideration.
MEMBERSHIP	<p>The membership of the Council Committee will comprise of:</p> <ul style="list-style-type: none"> • 1 Councillor (to act as Chairperson) for a 1 year term • 1 Councillor (to act as Substitute) for a 1 year term • Director Infrastructure • Director City Development • Twelve Community representatives: Community representatives are appointed to a three year term with one third expiring each year or until otherwise resolved by Council. • Community members from groups or organisations are encouraged to send a proxy if unable to attend. • Four Council officers, one Council officer is to be an Arborist. <p>Resignation of a Community Member</p> <p>A community member of the Advisory Committee may resign at any time. Notice of resignation is to be provided in writing to Council.</p> <p>Community members will be deemed to have resigned if they fail to attend two consecutive meetings without giving prior notice of the intended absence.</p>

	<p>Any Community member vacancy will be replaced. This process will include a review of the pool of previously unsuccessful applicants or readvertising.</p>
<p>ROLES</p>	<p>The Committee will;</p> <ul style="list-style-type: none"> • Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making; • Provide advice on strategic and other planning work to help set short and longer-term direction and action; • Review and assess policies, projects or proposals as requested by the Council. <p>All Committee Members</p> <ul style="list-style-type: none"> • Act with integrity. • Impartially exercise their responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage. • Avoid conflicts between their Committee role and their personal and/ or professional interests and declare conflicts prior to the discussion of an agenda item. • Respect confidentiality, if required, of matters discussed in meetings. • Are required to abide by the Code of Conduct. • Liaise with community groups on meeting topics and encourage participation in consultation opportunities. • Connect with community groups to raise environment and sustainability agenda items for discussion by the group. <p>No individual member, including the Chairperson, has authority to make decisions or act on behalf of the Committee or express unauthorised views in a public setting.</p> <p>Chairperson</p> <ul style="list-style-type: none"> • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council. <p>Substitute</p> <ul style="list-style-type: none"> • In the absence of the Chairperson, the Substitute Councillor will take up the role of Chairperson for that meeting.

	<p>Support Council officer representatives provide administrative and technical support to the operation and facilitation of the Committee.</p> <p>Guest Council officers may be invited to present and/or participate in committee meetings depending on the agenda.</p>
RECRUITMENT	<p>A formal expression of interest and selection process is required.</p> <p>Applicants will be assessed based on the criteria set out in this Terms of Reference.</p> <p>Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria.</p> <p>Members will be endorsed by Council's Director Infrastructure and Director City Development as the delegated authorities in consultation with the Environment and Sustainability Reference Group Councillors.</p> <p>An ongoing recruitment process of four community representatives will be undertaken in February/March each year and result in a total of twelve community representative members who rotate on three-year terms (four representatives each year).</p>
MEMBERSHIP CRITERIA	<p>Membership criteria for the Environment and Sustainability Advisory Committee:</p> <ul style="list-style-type: none"> • Willingness to undertake induction as a volunteer of Whitehorse City Council. • Demonstrated understanding of diverse environmental and sustainability issues relevant to Whitehorse. • Understanding of the role of local government in environmental and sustainability management. • Be familiar with relevant Council plans and policies. • Be part of a Community Group active in Whitehorse. • Be reasonably available and able to commit to meet bi-monthly over the three-year period. • Keep informed on current developments, issues and concerns in relation to urban environments. • Have knowledge of State Government policy and current issues regarding urban environments.
MEETINGS	<p>The Environment and Sustainability Advisory Committee will meet at the Civic Centre (or an individual member may request via video conference) between 5.30pm and 7.30pm on the second Wednesday every 2 months.</p>

	<p>Quorum</p> <p>A meeting can only take place with a minimum quorum consisting of:</p> <ul style="list-style-type: none"> • One Councillor; • Four community members, where a community member can nominate a substitute if unavailable to attend; and <p>One Council officer must be present for administrative purposes.</p> <p>If a quorum cannot be met then the meeting must be rescheduled for a more suitable time and day.</p>
REPORTING	<p>A Record of Informal Councillor Meeting form must be completed during the Committee meeting for inclusion in the next Council Meeting Agenda.</p> <p>Advisory Committees are required to report to Council periodically on its work, in order to ensure accountability for its conduct and should directly reflect the Terms of Reference and be in line with their stated objectives.</p>
REVIEW	<p>The Terms of Reference should be reviewed within 6 months of an election and thereafter every 2 years unless required sooner.</p>

Responsible Department	
Reference	
Version	
Status	<input type="checkbox"/> Draft <input type="checkbox"/> Adopted
Date Adopted	
Next Review	