

TERMS OF REFERENCE

SUSTAINABILITY ADVISORY COMMITTEE



August 2022

PREAMBLE

Consistently with the Hunters Hill Community Plan objective to ‘Protect and sustain our environment’,¹ Council will prioritise:

- Being a leader in sustainability by responding proactively to pressure facing our natural environment;
- Validating the benefits of sustainable living and supporting advanced approaches to resource recovery; and
- That our natural environment is protected, and enhanced for future generations.

All levels of Government have an obligation both within their jurisdiction and in collaboration with others to meet ‘the needs of the present without compromising the ability of future generations to meet their own needs.’²

To this end, Council wishes to ensure that local knowledge and expertise are applied to deliver World class sustainability outcomes.

1 NAME OF THE COMMITTEE

The name of the committee is: the Sustainability Advisory Committee (the Committee).

2 STATUS AND COMMENCEMENT OF THE COMMITTEE

The Committee is an Advisory Committee of Council constituted to achieve the objectives and perform the functions stated hereunder. The Committee has no decision-making powers but can make recommendations to Council in relation to matters referred to it.

The Committee commences on appointment of the first members of the Committee by resolution of Council.

3 OBJECTIVES

The objectives of the Committee are:

- To assist Council in the formation, evolution, implementation and promotion of Council’s Sustainability Action Plan and circular economy strategies, initiatives and outcomes.
- To utilise the expertise, experience and local knowledge of the community to assist in the delivery of appropriate local sustainability and circular economy outcomes.

¹ Hunter’s Hill Council, *Community Plan* (2022) 12.

² World Commission on Environment and Development, *Report of the World Commission on Environment and Development: Our Common Future* (1987)

<<https://sustainabledevelopment.un.org/content/documents/5987our-common-future.pdf>> [27].

- To focus on meeting present community needs without compromising the ability of future generations to meet their needs.
- To work together to position our community, environment and economy to meet our sustainability challenges now and into the future.

4 FUNCTIONS

The functions of the Committee include but are not limited to:

- Consider and advise on sustainability matters referred to it by Council, making recommendations where appropriate.
- Consult with others, seeking specialist advice and enabling community participation in initiatives, policies and strategies concerning:
 - Climate resilience and mitigation of global warming induced heat/weather;
 - Saving energy and resources;
 - Renewable energy;
 - Water;
 - Complete circular economy practice;
 - Recycling and waste management; and
 - Environmental education and engagement.
- Review Council's Sustainability Action Plan at least annually recognising that it is a living document that will require update and reaffirmation to reflect new developments, including those that come about by innovation and new technology.

5 MEMBERSHIP OF THE COMMITTEE

5.1 Members, Chair and Secretary:

Thirteen (13) members

- Four (4) Councillors appointed by Council – one of whom will Chair. Community Members
- Nine (9) community representatives, five of whom should have relevant qualifications and/or experience appointed by Council from public nominations.

The General Manager shall nominate a suitably qualified Council Officer to attend Committee meetings as standing invitee to provide technical advice, assistance and secretarial support.

Volunteers and other advisors may attend the Committee meetings from time to time by invitation of the Committee for the purpose of consultation but are not entitled to vote. Non-member Councillors may attend the Committee meetings at any time but are not entitled to vote.

All members of the committee must acknowledge and abide by their responsibilities under [Hunter's Hill Council's Code of Conduct](#).

5.2 Youth Representation

Each of the four high schools within the Municipality will be invited to nominate up to two Youth Representative to attend all meetings.

Applications to become a Youth Representative from students residing in the Municipality, attending high schools outside the Municipality, may also be considered by Council, although no school should be represented by more than two students.

Youth Representatives are not entitled to vote.

5.3 Selection Criteria

Community representatives of the Committee shall be appointed by public nomination in accordance with Policy Guideline 3 of Council Policy No CORP.S.23 Committees Policy.

A community representative must not be a currently serving Councillor.

5.4 Term

Members shall be appointed for a term commencing on the date of their appointment by Council until the day before the date of the next General Election of Council.

5.5 Vacancies

Council may, at its discretion, approve the filling of any vacancy in the membership of the Committee.

A member absent for three or more consecutive meetings without apology or leave of the Committee shall have their membership position declared vacant.

5.6 Removal of Member

Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

6 MEETING PROCEDURE

6.1 Quorum

The quorum for a meeting of the Committee is a majority of the members of the Committee who are entitled to vote.

6.2 Decisions

Decisions of the Committee will generally be made on a consensus basis, except where making a recommendation to Council, or if a formal vote is called for by the Chair, where decisions will be made by a majority of voting members present.

6.3 Frequency

The Committee will meet not less than every second month and more frequently as required.

6.4 Notice of Meetings

The Councillor members of the Committee, in consultation with Council Officer nominated as the standing invitee advisor by the General Manager, will finalise the agenda before each meeting. Members may suggest additional agenda items and may raise at any meeting items not on the agenda.

A notice of each meeting confirming the date, time, venue and agenda will be approved by the Chair of the Committee and forwarded to each member and the General Manager generally not less than three business days prior to the date of the next meeting. Non-member Councillors should also receive a notice of each meeting and agenda.

Meetings may be held in person or by using any combination of in person attendance and technology or combination of technologies, which permits each person participating in the meeting to communicate with every other person participating in the meeting.

7 REPORTING

The discussions, resolutions and recommendations of the Committee will be recorded in minutes kept by the Council Officer nominated as the standing invitee advisor by the General Manager.

The nominated Council Officer will prepare and circulate minutes of meeting to all members within a reasonable time after each meeting.

Following each meeting the nominated Council Officer, in consultation with the Chair, shall provide a report outlining the main discussion topics, including the minutes and recommendations for consideration by Council.