



# **Terms of Reference**

## **Sustainability Advisory Committee**

## **ROLE**

The Sustainability Advisory Committee is a committee of Goulburn Mulwaree Council. The Committee is to be guided by Council's identified priorities and is responsible for representing the sustainability views and ideas of the community through the sharing of knowledge, skills and experience from the committee.

## **ADVISORY FRAMEWORK**

### **OBJECTIVE**

The Sustainability Advisory Committee's objective is to work with nominated elected representatives to strengthen Goulburn Mulwaree Council's environmental sustainability practices. In pursuing this objective, the Committee will provide advice and recommendations on maintaining, protecting and enhancing environmental sustainability consistent with the Community Strategic Plan.

### **AIM**

The Committee aims to:

- Provide local knowledge and expertise about the natural environment within the Local Government Area.
- Raise the profile of environmental sustainability through the review of policies and Council's strategic plans.
- Provide suggestions on new and innovative sustainability ideas for the Local Government Area.

### **COMMUNITY MEMBERSHIP**

The number of representatives of the Committee shall be no less than 7 and no more than 10 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
- Sustainable food production and systems
- Built environment
- Community engagement and education

The Committee will be selected by Council through an advertised expression of interest process to select members with expertise in sustainability issues. Council will consider all expressions of interest received and will resolve the members of the committee.

External expertise can be contracted on an as-required basis; however, they will not be considered a member of the committee.

## **COUNCIL MEMBERSHIP**

The following make-up of Council Membership have been identified:

- 1 Nominated Councillor Representative with an alternate member. Other Elected Goulburn Mulwaree Councillors are welcome to participate as non-voting members.
- The Committee will be chaired by the Councillor Representative or otherwise determined by Council.

The Committee will also be attended by the following Council Officers:

- Chief Executive Officer or Director Representative.
- Additional staff may be invited to attend when their area of work is relevant to the work of the Committee.

The committee will consist of and contain flexibility of membership to suitably respond to Council's identified priorities. The chair will be consulted prior to each meeting to determine appropriate attendees or information to be collected for the group.

## **AUTHORITY**

The Goulburn Mulwaree Council Sustainability Advisory Committee is a committee of Goulburn Mulwaree Council and is advisory in nature. Recommendations will be made by consensus of the committee prior to being submitted to Council for consideration. Recommendations and advice will not be actioned until endorsed by Council at an Ordinary Meeting.

Further, the Committee:

- Must seek the approval of the Executive staff representative before inviting an external representative to attend meetings of, or otherwise participate in, the committee and/or any subsequent working groups.
- Must make recommendations to the full Council. The committee is not authorised to make or change budgets, programme or policy affecting the relevant areas.
- Can provide recommendations to the Chair on priorities and issues but cannot direct operational or day to day matters. These will remain the responsibility of the Chief Executive Officer.
- Will work through the Chief Executive Officer in respect to operational matters.

- Will operate in accordance with Terms of Reference specified for the Sustainability Advisory Committee.
- Must keep minutes of their meetings.
- Must abide by Council's Code of Conduct and requirements of *the Local Government Act 2009* and *Local Government Regulations 2012*

## PRIORITIES

- Priorities will be set by the elected representatives.
- Priorities will be reviewed and updated on a quarterly basis; or as directed by Council resolution; or as directed by the Mayor.

## DEALING WITH EMERGENT ISSUES

Issues which may emerge of an urgent and time-sensitive nature, will be dealt with through reference to Council's current policies. All recommendations will be put through for the Mayor's approval prior to delivery. If timeframes allow, the Mayor may make contact with the Committee Chair to involve as required.

## FREQUENCY OF MEETING

The Sustainability Advisory Committee will meet quarterly, or as required.

- Resolved by Council 18 March 2025 – Minute Number 2025/60

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