

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Terms of Reference



1. OBJECTIVE

The objectives of the Sustainability and Transport Advisory Group (the Advisory Group) are to:

- Facilitate Council Member, stakeholder and/or community input and involvement in the development of the Enhanced Environment Strategy (EES).
- Provide advice and make consensus recommendations to the City relating to the development of the EES.
- Support the City in the development of the EES.

2 MEMBERSHIP

Membership of the Advisory Group shall comprise the following persons as determined by Council:

2.1 Up to four (4) Council Members

2.2 Up to ten (10) Community and Stakeholder Representatives

Up to five (5) Stakeholder Representatives from any one or more of the following backgrounds/categories:

- Demonstrated specialist knowledge, skills, qualifications and/or understanding of sustainability.

2.3 City Officers

The appropriate Executive Director, Manager and/or Officer(s) as determined by the Chief Executive Officer.

3. TERM OF MEMBERS

3.1 The term of membership of the Advisory Group shall be for a for a period of approximately one (1) year. Membership will expire upon adoption of the EES by council.

4. MEMBER ROLES AND RESPONSIBILITIES

4.1 The appropriate Executive Director or delegated Senior City Officer shall be the **Presiding Member** of the Advisory Group meetings, for the purpose of the administration and coordination of the meeting.

4.2 The Presiding Member is responsible for:

- The administration of the Advisory Group and meetings;
- Inducting members and providing an initial briefing on the role, responsibility and operation of the Advisory Group;
- Setting and communicating the meeting agendas;
- Recording member comments on each agenda item and providing a summary at end of each item discussion;
- Circulating draft minutes of meetings to the Chairperson to ratify;
- Circulating final minutes of the meeting to the members;

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Terms of Reference



- Ensuring the Advisory Group operates in accordance with [Advisory Group Policy](#) and [Code of Conduct](#) at all times; and
 - Closing out the Advisory Group once the Objective has been met.
- 4.3 A Council Member (where possible) on the Advisory Group shall be appointed as **Chairperson** by the Council. Otherwise a Senior City Officer will assume the role.
- 4.4 The Chairperson is responsible for:
- Attending and chairing all meetings.
 - Lead the meeting in accordance with the meeting agenda.
 - Facilitate engaged participation and collaborative discussion of each agenda item by all members.
 - Review and ratify the draft meeting minutes.
- 4.5 Advisory Group **Members** shall be appointed by Council and are responsible for:
- Attending all meetings;
 - Participate and collaborate in agenda item discussions; and
 - Review previous meeting minutes ahead of each new meeting.

5. MEETING PROCEDURES

5.1 Meetings

- (a) The Advisory Group shall meet quarterly if there is sufficient agenda items. Additional meetings may be convened at the discretion of Presiding Member, in agreement with the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. These dates are to be included in the City's monthly [Events Calendar](#).

5.2 Quorum

A quorum shall be by simple majority plus one.

5.3 Agendas

- (a) The relevant Executive Director having responsibility for the Advisory Group will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes

- (a) The relevant Executive Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.

SUSTAINABILITY AND TRANSPORT

ADVISORY GROUP

Terms of Reference



- (b) Items considered at the meeting will not be voted upon. The Minutes will record actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed. At the end of each meeting, the City’s Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they accurately reflect the consensus view.
- (c) Minutes of the meeting will be prepared and distributed to members within five (5) working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. Minutes not requiring a Council decision will be included on the Information Bulletin. Reports will consider each proposal to ensure it is:
 - (i) Consistent with the City’s established strategic and operational planning and the objective for which the Advisory Group was established.
 - (ii) Within the City’s capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
 - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	12/12/2023
Reviewed / Amended	N/A
Next Review Date	October 2025