

Terms of Reference

1. OBJECTIVE

The purpose of the Sustainability Advisory Group (Advisory Group) is to provide advice to the City and to support Council in making informed decisions.

The objectives of the Advisory Group are to provide advice to the City on:

- The preparation and development of the Climate Transition Action Plan; and
- The implementation of the Enhanced Environment Strategy to achieve a more liveable City.

The Advisory Group is not a decision-making body and is not a committee for the purposes of the *Local Government Act 1995*.

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 ten (10) Community and Stakeholder Representatives with demonstrated specialist knowledge, skills, qualifications and/or understanding of environmental sustainability, carbon accounting and/or climate adaptation.

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 a period of two (2) years and is to align with the local government elections cycle. Membership of the Advisory Group will expire at the next ordinary local government election.

4. MEMBER ROLES AND RESPONSIBILITIES

Chairperson

4.1 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.

4.2 The **Chairperson** is responsible for:

- Attending and chairing all meetings;
- Leading the meeting in accordance with the meeting agenda;
- Facilitating engaged participation and collaborative discussion of each agenda item by all members; and
- Reviewing and ratifying the draft meeting minutes.

Members

Terms of Reference

4.3 Advisory Group **Members** shall be appointed by Council and are responsible for:

- Attending all meetings;
- Participating and collaborating in agenda item discussions; and
- Reviewing previous meeting minutes ahead of each new meeting.

Executive Support

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

4.5 The **Executive Support** 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;
- 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.

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 the **Executive Support**, in agreement with the **Chairperson**.
- (b) Where members or Council Members are unable to attend a meeting, the meeting may be rescheduled at the discretion of the **Executive Support**, in agreement with the **Chairperson**.
- (c) 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 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.

5.3 Minutes

Terms of Reference

- (a) The relevant Executive Director having responsibility for the Advisory Group, in liaison with the **Chairperson**, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (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 ten (10) 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	Manager Strategic Planning & Sustainability
Initial Council Adoption	12/12/2023
Reviewed / Amended	21/5/2024; 11/11/2025
Next Review Date	October 2027