

DRAFT TERMS OF REFERENCE

Sustainable Environment Community Reference Committee

1. Terms of Reference

1.1 The committee's key responsibilities are to advise Port Phillip City Council on the development and implementation of its environmental strategy and to contribute to shared learning and activity to address environmental issues particularly climate change.

1.2 The purpose of committee is:

- a) To provide an avenue of community consultation and access to community expertise regarding key policy, strategies and matters pertaining to environmental sustainability and responding to climate change in Port Phillip;
- b) To encourage and facilitate the implementation of community action and assist in strengthening links and partnerships between the Port Phillip community and Council contributions to becoming a leading environmentally sustainable, low-emissions and climate-adept City and community;
- c) To provide community advice, feedback, assistance and recommendations to Council regarding the implementation of the Council Plan 2009 – 2013; and
- d) To significantly contribute to the content of Council's annual program of environment forums and events.
- e) To contribute to the establishment of effective regional, State and National alliances.

2. Operational Procedures

2.1 The following procedures will guide the operation of the committee:

- a) The committee will meet on a bi-monthly basis or as determined by the committee;
- b) A Councillor will convene meetings;
- c) The committee may co-opt officers of Council, representatives of the community, interest groups, or representatives of government to assist in issues of environmental strategy;

3. Membership

3.1 The committee shall consist of:

- (a) 2 councillors appointed by council
- (b) 10 members of the community appointed by council.
- (c) 2 council officers appointed by the CEO

4. Chair

4.1 Meetings will be chaired by a Councillor appointed by Council.

5. Delegation

- 5.1 The committee has no delegated powers but may provide advice to Council officers in line with the Terms of Reference. The committee does not have the power to speak on behalf of Council.

6. Length of Term and Appointment of Community Members

- 5.1 Positions will be two yearly appointments, with half the positions advertised annually to ensure equity and continuity. For the first round of appointments half the community members will be appointed for one year.
- 5.2 Former members may reapply.
- 5.3 Members are encouraged to commit to attending meetings. Attendance will be recorded and reported annually.

7. Principles for Appointment of Community members

- 7.1 Community members should be able to:
- a) Demonstrate knowledge of and commitment to environmental sustainability and climate change issues, particularly those of relevance to the Port Phillip community and Local Government.
 - b) Demonstrate commitment to actively encouraging increased community action/involvement and the ability to develop and sustain contacts with key individuals and groupings within the local community
 - c) Understand and have an interest in Local Government issues and the relationships with state and federal governments.
 - d) Demonstrate a commitment to participative and consultative processes
- 7.2 In appointing community members Council will seek to:
- a) Achieve a mix of skills relevant to the development and implementation of environmental strategy.
 - b) Ensure a broad representation of the Port Phillip community based on geographic location and will have regard to age, gender, members who are of non-English speaking background and indigenous peoples.