



CITY OF
MONASH

ENVIRONMENT ADVISORY COMMITTEE

TERMS OF REFERENCE short

1. Purpose

The purpose of the Environmental Advisory Committee is to advise and collaborate with Monash City Council on environmental and sustainability related issues to enhance the collective impact of council.

2. Governance (added)

The Terms of Reference for the Environmental Advisory Committee aligns and should be read in context with the **Advisory Committee Governance Rules, Policy for Advisory Committees** and the **Conflict of Interest for Advisory Committee Members** <https://www.monash.vic.gov.au/About-Us/Council/Committees>

3. Objectives

The objectives of the Environmental Advisory Committee are to:

- Provide formal input and advice to Council on issues of environmental sustainability
- Provide a forum for information sharing between Council and community/groups
- Advise on projects and discuss topics which may contribute towards a zero carbon, zero waste and climate-resilient community, natural and indigenous heritage, and environment, in line with the Environmental Sustainability Strategy 2016-26 and related strategies
- Monitor and review environmental and sustainability issues in Monash and assist in collection information to determine impact of programs and initiatives.
- Facilitating formal networks and communication between Council and selected stakeholders
- Advocate to Council for the benefit of the Monash environment, and
- Bring up issues of community concern to assist Council in determining of priority activities to be undertaken and annual objectives.

4. Meeting procedures

Meetings are to be held a minimum of every two months or more often as agreed by consensus. EAC may also establish Working Groups to address specific issues as they arise. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public. Meetings will:

- Commence on time and conclude by the stated completion time
- Provided an Acknowledgement of Country
- Encourage fair and respectful discussion
- Focus on the relevant issues at hand, and
- Provide advice to Council, as far as practicable, on a consensus basis

Council will ensure that all members have an equal opportunity to contribute to the discussion and that the meetings are accessible and flexible for all members, including offering virtual attendance. We seek to remove barriers to participation (i.e. caring responsibilities, living with a

disability), and while we understand many people choose not to disclose, members are encouraged to identify barriers they face so we can put measures in place to address needs.

A record of informal meeting will be completed after each meeting.

5. Period of membership and method of appointment

The Committee will comprise:

Councillor(s) – Up to 3 Councillors appointed annually by Council

The role of the Councillors is to:

- Act as Chairperson of the EAC
- To be the link between Council and the EAC
- To table issues and concerns to Council on behalf of the EAC

Community representative(s) – Up to 15 community representatives who live, work and/or study in Monash, appointed by Council, through a registration of interest and selection process, for a period of two (2) years. A strong interest or knowledge in environmental sustainability is desirable, with an interest in representing their community.

Casual vacancies may be filled by co-opting suitable candidates from the most recent selection process or through a public expression of interest process. Staff in consultation with the Chairperson will prepare a recommendation for Council approval to appoint the casual vacancy candidate/s to the committee for the remainder of current term.

6. Conduct and interest provisions

In performing the role of Advisory Committee member, a person must:

- Impartially exercise his or her responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Act with integrity and treat all persons with respect, having regard to the opinions, beliefs, rights and responsibilities of other persons
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential in nature.

7. Other

A short communique may be provided to EAC members to promote activities they are involved in and to share with their community. Community members should defer any media enquires to Council's Communications Manager and should take care not to respond to the media as a committee representative.

EAC community representatives will be reimbursed for any transport and/or childcare costs they have incurred in participating in meetings and related activities as deemed appropriate.

8. Review date

Directorate: Infrastructure and Environment
Responsible Officer: Sustainability Coordinator
Review Date: August 2024