

ENVIRONMENTAL ADVISORY COMMITTEE (EAC) TERMS OF REFERENCE



Updated March 2025

Scope

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

Governance

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>

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,
- Advise on projects and discuss topics which may contribute towards a zero carbon, zero waste and climate-resilient community, and healthy and biodiverse environment, in line with the *Environmental Sustainability Strategy 2016-26* and related strategies, including Council's *Climate Resilience Plan*,
- Monitor and review environmental sustainability issues in Monash and assist in collection of information to determine the impact of programs and initiatives,
- Facilitate 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.

Membership

The EAC membership will consist of:

- Up to 3 Councillors appointed annually by Council including:
 - A chairperson,
 - A sub-chairperson.
- Up to 15 community representatives living, working and/or studying in Monash.

All Environmental Advisory Committee positions are voluntary positions.

Monash City Council employees are ineligible to sit on the Committee.

From time to time, the Environmental Advisory Committee may establish working groups, and may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

Selection Process

The selection committee will include the Councillor representatives that sit on EAC and relevant Council officers. The selection committee will assess the nominations against the selection criteria and recommend appointments to Council.

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.

Requirements for Members (criteria)

- A strong interest or knowledge in environmental sustainability is desirable,
- Knowledge and understanding of issues relevant to environmental sustainability,
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities,
- The ability to contribute to the strategic development of initiatives at a local government level,
- Direct links to local community populations and/or organisations,
- Experience and/or understanding of the role of an advisory committee.

Council will aim to ensure that members of the Committee reflect the diversity of the Monash community including ethnicity, age, gender, disability, and different geographical areas across Monash.

Terms of Appointment

- Appointments will be for a two-year term,
- Council will appoint a Councillor to chair the meetings, a sub-chair, and any other Councillors who will sit on the committee,
- Members completing a two-year term may re-apply for a further two-year term but serve no more than two consecutive terms,
- The membership of the Committee will be reviewed as part of the on-going review and implementation of the *Environmental Sustainability Strategy 2016-2026* and *Climate Resilience Plan*,
- The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant.

Meeting Frequency and Duration

- The EAC will meet every two months for a maximum duration of two hours,

- It is expected that each member attends a minimum of 60% of all meetings,
- Additional meetings may be called as required.

Role of Councillors

- To act as Chairperson of the EAC,
- To act as the Sub-chairperson of EAC,
- To be the link between Council and the EAC,
- To table issues and concerns to Council on behalf of the EAC.

Executive Support

The Sustainable Monash Department from Monash City Council will provide executive support to EAC.

Accountability

- EAC members have an active role to provide feedback and advice to Council on issues relating to environmental sustainability within the municipality,
- EAC members participate in discussions at bi-monthly meetings.

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.

Evaluation and Review

The EAC Terms of Reference and membership will be reviewed and evaluated on an annual basis.

Reimbursement of Expenses

Advisory Committee members may be eligible for reimbursement of transport and/or childcare/carer costs incurred while participating in meetings and related activities, subject to review and approval. Travel arrangements can also be organised in advance upon request. Members should contact the relevant Council officers for further assistance.

Accessibility

We encourage members of all abilities. The in-person meeting venue is accessible with lift access and Changing places facility. Other arrangements such as online attendance is

possible, and members are encouraged to contact Officers to advise of access requirements needed to participate.

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 enquiries to Council's Communications Manager and should take care not to respond to the media as a committee representative.

Review Date

Directorate:	City Services
Responsible Officer:	Sustainability Coordinator
Review Date:	August 2027