



Burwood
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SUSTAINABILITY & ENVIRONMENT ADVISORY COMMITTEE TERMS OF REFERENCE

Public Document

Approved by Council: 24 May 2022 (42/22)

Version: 1

Ref No. F13/41

Ownership: City Planning, City Strategy

Functions of the Committee

The *Sustainable Burwood* Strategy provides a framework for sustainable planning and decision making to achieve and improve on positive environmental sustainability outcomes for the Burwood Local Government Area. The Strategy provides a Vision, supported by a series of Actions, focused around four key themes:

Theme 1: Natural Environment

Theme 2: Built future of Burwood

Theme 3: Being connected and resilient

Theme 4: Leading Burwood

The Sustainability & Environment Advisory Committee (referred to as SEAC) has been established to work in partnership with Council to provide input and participate in the delivery of sustainability and environmental initiatives to deliver on the Vision, as well as providing a voice for the community on sustainability and environmental initiatives.

The Committee will have the following functions:

- Actively participate in the development of programs and initiatives to achieve the priorities and targets outlined in the Sustainable Burwood strategy.
- Provide two-way communication between Council and the community on sustainability and environmental matters
- Promote and raise awareness of sustainability and environmental issues in the community

Chairperson and Committee Members

Membership of the SEAC is as follows:

- Mayor of Burwood Council (Chair of the Committee)
- Deputy Mayor of Burwood Council
- One (1) Councillor representative
- Four (4) community representatives, nominated via an Expression of Interest
- One (1) student representative (university or senior high school student), nominated via an Expression of Interest

The SEAC will be supported by relevant Council staff, including the Manager City Planning, Sustainability & Resilience Officer and any other Council staff as required.

Members of the SEAC will be appointed for the term of the current Council (up to September 2024). Should the term of the current Council be extended then Council may reappoint a member to the committee until the election falls due, subject to the member performing their role in a satisfactory manner.

Membership of the SEAC can be altered at any time by resolution of Council.

Nominations

Nominations for community and student representative positions are to be undertaken via an Expression of Interest, which will be advertised for a minimum 14-day period on Burwood Council's website.

Nominations must be made in writing via Council's Expression of Interest form and must detail your skills and experience and reasons for applying to be a member of the Committee.

Membership to the Committee will be on a voluntary basis.

Representatives of political parties are excluded.

Selection Criteria

Expressions of Interest will be assessed in accordance with the selection criteria below.

Applicants must:

1. Reside, work (in a paid or voluntary capacity) or have an interest in the Burwood Local Government Area (LGA).
2. Demonstrate a high level of understanding, interest, experience and/or expertise in environmental and/or sustainability issues.
3. Be available to attend meetings and demonstrate a willingness to volunteer time to actively participate and engage on issues.
4. Undertake to provide feedback to the community.
5. Be willing to work within the Committee Terms of Reference.

Selection of the members of the Committee will be undertaken by a Selection Panel, made up of the Mayor, Director City Planning, Manager City Planning and the Sustainability & Resilience Officer; and Recommendations for appointment to the Committee will be endorsed by Council

The Committee does not have the authority to co-opt anyone else to its membership without the approval of Council.

Committee Proceedings

- a. Meetings will be held bi-monthly.
- b. Meeting agendas shall be compiled by Executive Assistant to the Mayor listing all items of business and must be issued to the Committee Members at least five working days prior to the scheduled meeting date.
- c. Meetings shall be held at Council Offices or another location approved by the Chairperson.

- . Meetings will not proceed unless the Chairperson and at least two of the community representatives are in attendance within 30 minutes of the scheduled start time.
- a. Apologies must be given in advance for non-attendance. Where three consecutive absences have occurred, the General Manager can recommend to Council that a Committee Member's membership be cancelled.
- b. Recommendations at meetings will be arrived at by way of consensus.
- c. Committee meetings shall be conducted in a spirit of cooperation and mutual respect, and members must adhere to Council's Code of Conduct (to be circulated).
- d. Other Council officers will attend as required.
- e. Technical experts and specialists may be invited to attend meetings by consensus of the Committee to provide advice when required.

Minutes

Minutes of the meetings will be taken by the Executive Assistant to the Mayor, or alternative, who will attend meetings as a non-Committee member. Minutes are to be submitted to the first available ordinary Council Meeting for review and approval.

Review

The Terms of Reference will be reviewed within 3 years or upon the election of a new Council, whichever happens first.