



**Sustainable Hepburn
Community Advisory Committee
Terms of Reference**

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INTRODUCTION

The Sustainable Hepburn Community Advisory Committee (aka SHAC) is to assist in the implementation of Council's four-year environmental sustainability strategy, *Sustainable Hepburn 2022-26*.

A dedicated Community Reference Group was engaged in the development of *Sustainable Hepburn* and a recommendation coming out of the process was to continue to involve the community in Sustainable Hepburn's implementation through the establishment of a Community Advisory Committee.

BACKGROUND

Sustainable Hepburn provides an integrated approach to improving environmental sustainability across the Shire with four distinct themes:

- **A beyond zero emissions Shire:** Achieve and maintain beyond zero net emissions from Council activities by installing and purchasing renewable energy, increasing energy efficiency, designing for local climates, offsetting where appropriate and providing options for low fossil fuel-based activities;
- **Natural environment and biodiversity:** Protect and enhance biodiversity values across the Shire through restoration of natural environmental values, appropriate land use, knowledge sharing, and improved capacity of Council;
- **A low waste Shire:** Reduce waste to landfill, increase and improve recycling and extend services across the Shire for reuse of materials and develop circular economy opportunities;
- **A climate and water resilient Shire:** Council's infrastructure, services and the community can adapt to the impacts of a changing climate, know what actions to take in extreme weather, are more informed about climate risk and water is valued as a vital natural resource.

The strategy includes an action plan for each of its themes providing strategic guidance and a workplan for multiple Council areas. Involving community in the ongoing implementation of *Sustainable Hepburn* will support transparency of implementation, maximise opportunities for community input and partnerships, and maintain momentum towards a more Sustainable Hepburn.

PURPOSE AND AIMS

The key purpose of the SHAC is to provide input via advice and recommendations (where appropriate) to Council in relation to the implementation of *Sustainable Hepburn's* actions with a focus on community-facing activities.

In addition, the SHAC will assist with building stronger partnerships and collaboration between Council and Community for *Sustainable Hepburn's* implementation, as well as assisting with transparency of progress and efficiency of communication.

Key purpose and aims of the SHAC can be summarised as:

- To foster a healthy partnership between Community and Council for inclusive implementation of Council's environmental sustainability strategy, *Sustainable Hepburn*.
- The SHAC will act as an advisory body to Council and make recommendations to Council for consideration, but it is not a decision-making body. Final decision-making will rest with Council.

- Its primary function is to ensure that the implementation of the strategy adequately reflects the interest and sentiment of the greater community, taking into account global environmental challenges, the current climate emergency and the local context of Hepburn Shire.

ROLES AND RESPONSIBILITIES

Organisation	Key Responsibilities
Hepburn Shire Council	<ul style="list-style-type: none"> • Schedule and host Committee meetings • Develop and present background information, relevant subject matter and discussion papers for consideration • Perform administration tasks for the Committee • Take meeting minutes/notes and distribute to Committee members • Perform any allocated actions or tasks that result from Reference group meetings
Committee members	<ul style="list-style-type: none"> • Provide input, advice and recommendations as related to the implementation of Sustainable Hepburn actions • Work with other Committee members to identify opportunities for community involvement in community facing actions • Perform any allocated actions or tasks that result from Committee meetings • Make timely contributions where applicable/required • Attend meetings and workshops • Provide advice on how to best share <i>Sustainable Hepburn</i> updates with the local community

MEETING PROCEDURE

Key operation details

Key operational details of the group include:

- The Committee will meet a minimum of two times per year.
- The meetings will be held either virtually or in person, subject to COVID-19 or other constraints.
- The Council Officer will be responsible for administration associated with the Committee including the organisation of meetings and support activities such as the distribution of agendas, minutes, briefing papers.
- The Committee will operate for the duration of the implementation of *Sustainable Hepburn*.
- The meeting agenda and any supporting documents will be sent to the group at least five days prior to a meeting.
- A standing meeting agenda will be developed, with additional agenda items for the next scheduled meeting to be nominated and agreed at meeting close of the previous meeting.

Member responsibilities and behaviours

By participating in the SHAC, all members are asked to:

- Acknowledge Aboriginal and Torres Strait Islander people as the First People of this nation and the Dja Dja Wurrung people as the Traditional Owners of the land on which the Shire of Hepburn is situated. This acknowledgement recognises the importance of traditional owners ongoing commitment and contribution to Country, including to land, water and Culture
- Comply with A Child Safe Hepburn, with all members informed about Child Safe policy and protocols
- Respect diversity of ideas and voices in discussions and advice provided to Council, and enable all members and guests to be heard equally, and listen and consider other points of view;
- Support the dissemination of relevant, authorised project information within Council and, where requested, community.
- Actively participate in discussions and idea generation in a manner conducive to constructive and positive discussion.
- Respect the value and integrity of each member and the richness they bring.
- Approach dialogue and debate with a spirit of understanding and collaboration.
- Respect, value and promote the role of the Sustainable Hepburn Community Advisory Committee.
- Ensure a broad range of community perspectives are considered.

Confidentiality

Confidential material may be discussed as part of the Committee.

All Committee members are requested to ensure compliance with the Local Government Act 1989 and associated codes of conduct relating to confidential when confidential material is disclosed.

Any materials shared in Committee meetings will be identified as:

- Confidential – Not for distribution
- Confidential – For internal distribution only (within Council)
- Due for public release – Treat as confidential until release date
- Publicly available – Not confidential

Meeting agendas

The agenda, minutes and any other attachments will be distributed by email at least five working days prior to the meeting. Agenda items must be forwarded to the Officer by the close of business, seven working days prior to the next scheduled meeting. Members may raise an item under "Other Business" if necessary and as time permits, at the discretion of the Chair.

Agendas will generally be structured as follows:

- Attendance (members present and apologies).
- Actions arising from previous meeting and their outcomes.
- Project Status Update.
- Internal Working Group items.
- Items for Discussion.
- Other Business.
- Next Meeting details and review of actions.

Minutes of each meeting will be presented to Council at the corresponding Ordinary Meeting.

WORKING GROUPS

- From time to time, SHAC 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.

COMMITTEE SELECTION

Composition

A maximum of 10 community members representing the diversity within Hepburn Shire's community, ideally with representation across the following:*

- Dja Dja Wurrung Traditional Owners or Aboriginal and Torres Strait Islander communities
- Hepburn Shire's culturally and linguistically diverse communities
- Specialist sustainability expertise – could be technical or other
- Community expertise – community leadership, community engagement, advocacy
- Youth, i.e. between 16 to 25 years

**A committee member could be eligible under more than one of the above categories. The Committee will seek to build and reflect diversity within membership including age and gender and be inclusive in practice.*

From Hepburn Shire Council:

- Up to two Councillors
- Up to three Council Officers or Manager/Director

Membership Recruitment

An invitation for Expressions of Interest will be publicly advertised and circulated through numerous community networks including: Shire-based Neighbourhood Houses, Sustainable Hepburn e-news, local and regional newspapers, local sustainability networks and social media.

The recruitment process will occur as such:

- Invitation for Expressions of Interest circulated in the community.
- Expressions of Interest received by Council.
- Selection Committee including two Council Officers will assess the applicants against the selection criteria.
- Recommendation of appointments to Council for approval.
- SHAC member agrees to Terms of Reference and Privacy Agreement

Applicants will:

- 1) Agree to contribute to the *Sustainable Hepburn* Community Advisory Committee.
- 2) Demonstrate ability to work collaboratively in a group and represent the interests of the wider Hepburn community.
- 3) Read and understand scope of *Sustainable Hepburn 2022-26*.
- 4) Define interest for participation on the *Sustainable Hepburn* Community Advisory Committee and outline alignment with 'composition' above.
- 5) Demonstrate understanding of Council's legislative responsibilities in the implementation of *Sustainable Hepburn*.

- 6) Agree to work collaboratively with Council and Reference/Working group members and respect the opinions of other members.
- 7) Are available to attend at least 80% of scheduled sessions.