



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

Contents

| | |
|--|---|
| Introduction..... | 2 |
| Background..... | 2 |
| Purpose of the Community Advisory Committee..... | 2 |
| Aims of the Community Advisory Committee | 3 |
| Function | 3 |
| Composition | 3 |
| Roles and responsibilities | 4 |
| Operation..... | 4 |
| Meeting procedure..... | 5 |
| Criteria for Sustainable Hepburn Community Advisory Committee selection..... | 5 |

INTRODUCTION

Hepburn Shire Council is inviting community members to nominate via Expression of Interest, to join the Sustainable Hepburn Community Advisory Committee to assist in the implementation of Council's four-year environmental sustainability strategy, *Sustainable Hepburn 2022-26*.

The Hepburn community prides itself as a leader in environmental sustainability and understands its importance to the Shire's local identity. Environmental sustainability was the top priority reported by the community during community consultation on *Hepburn Together* (2020-21), closely followed by Liveability.

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.

BACKGROUND

Sustainable Hepburn, provides an integrated approach to improve 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 OF THE COMMUNITY ADVISORY COMMITTEE

The key purpose of the Community Advisory Committee 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 Community Advisory Committee will assist with building stronger partnership and collaboration between council and community for *Sustainable Hepburn's* implementation as well as assisting with transparency of progress and efficiency of communication.

AIMS OF THE COMMUNITY ADVISORY COMMITTEE

- To foster a healthy partnership between community and council for inclusive implementation of council's environmental sustainability strategy, *Sustainable Hepburn*.
- The Community Advisory Committee will not be a decision-making body; it will be a targeted group of the community that will support the implementation of Sustainable Hepburn
- Its primary function is to ensure that the implementation of the strategy features community-wide collaboration, particularly in the delivery of Sustainable Hepburn capacity building, knowledge sharing and network development events.

FUNCTION

By participating in the Community Reference Group, all members are asked to:

- Acknowledgement of 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
- A Child Safe Hepburn, with all members complying with Child Safe policy and protocols
- Respect for 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.

COMPOSITION

A maximum of 10 community members representing the diversity within Hepburn Shire's community. It will endeavour to include:

- up to two members representing Dja Dja Wurrung Traditional Owners or Aboriginal and Torres Strait Islander communities
- up to two members from Hepburn Shire's culturally and linguistically diverse communities
- up to two members with specialist sustainability expertise – could be technical or other
- up to two with community expertise – community leadership, community engagement, advocacy
- up to two members 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:

- One Councillor
- Up to three Council Officers

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 Committee 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 |

OPERATION

Key operational details of the group include:

- The Committee will meet a minimum of three times per year.
- The meetings will be held either virtually or in person, subject to COVID-19 or other constraints.
- The nominated 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 etc.
- 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.

MEETING PROCEDURE

Member responsibilities and behaviours

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 confidentiality 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

CRITERIA FOR SUSTAINABLE HEPBURN COMMUNITY ADVISORY COMMITTEE

SELECTION

- 1) Applicants agree to contribute to the *Sustainable Hepburn* Community Advisory Committee.
- 2) Demonstrated ability to work collaboratively in a group and represent the interests of the wider Hepburn community.
- 3) Have 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) Demonstrated understanding of Council's legislative responsibilities in the implementation of *Sustainable Hepburn*.
- 6) Agreement to work collaboratively with Council and Committee members and respect the opinions of other members.
- 7) Availability to attend at least 80% of scheduled sessions.