

9.4 AMENDMENTS TO SUSTAINABILITY AND TRANSPORT ADVISORY GROUP - TERMS OF REFERENCE

- Attachments:**
- 1. Draft Amended Sustainability and Transport Advisory Group - Terms of Reference**
 - 2. Draft Amended Sustainability and Transport Advisory Group - Terms of Reference (Track Changed)**

RECOMMENDATION:

That Council ADOPTS the Sustainability and Transport Advisory Group Terms of Reference at Attachment 1.

PURPOSE OF REPORT:

To consider proposed amendments to the Sustainability and Transport Advisory Group (STAG) Terms of Reference at **Attachment 1**.

DELEGATION:

In accordance with Clauses 1 and 3 of the City's Policy No. 4.2.12 – Advisory Groups, Council is to appoint members and approve the terms of reference for advisory groups.

BACKGROUND:

Following a nomination period that was open between September and October 2023, Council appointed STAG members and approved the Terms of Reference at its meeting on [12 December 2023](#).

Since then Administration has completed a review of the Sustainable Environment Strategy 2019-2024 (SES) which has reached its review date.

The City is taking the approach of relocating the targets of the SES into the relevant Strategy for the corresponding Council Priorities that are set out in its Strategic Community Plan, and creating a new Enhanced Environment Strategy (EES). This is to embed sustainability in day-to-day operations and remove ambiguity of what the SES does and does not apply to.

The STAG was appointed to provide advice on the preparation of the EES and the relocation of targets to the relevant Council Priority Strategy.

The STAG was appointed at the Ordinary Meeting of Council on [12 December 2023](#) for a period of approximately 12 months that would align with Administration's timeframe for the preparation of the EES. Membership would expire upon the adoption of the EES by Council.

The STAG has met on two occasions since it was appointed:

- [February 2024](#) – Discussed the Terms of Reference and provided an overview of the SES and the proposed approach to preparing the EES.
- [March 2024](#) – Workshopped the themes and topics of the EES and discussed the upcoming engagement with community.

The STAG is scheduled to meet a further two occasions in June 2024 and September 2024 as part of the preparation of the EES.

DETAILS:

STAG Proposed Amendments

At its meeting in February 2024 the STAG requested changes to the Terms of Reference as included within the minutes.

The suggested changes by the STAG are as follows (underlined for emphasis):

Section	STAG Suggested Change	Administration Comment
<p>Objectives</p>	<p>Modifying the third objective to read:</p> <p><i>Support the City in the development <u>and implementation</u> of the EES <u>and its pillars to achieve a more liveable City.</u></i></p>	<p><u>'and implementation'</u> is not supported.</p> <p>This is because the STAG was established to inform the preparation of the EES. The City is responsible for the implementation of the EES once adopted by Council, and not the STAG.</p> <p>The key actions of the strategy will be prepared with the STAG, and once these have been established the City would deliver them.</p> <p>An example of this may be education of the community or procuring services and goods that are sustainable. These are not functions for the STAG to undertake.</p> <p>This means the City is responsible for the implementation of the EES once adopted by Council and not the STAG. This was set out in the report to Council's Ordinary Meeting 12 December 2023.</p> <p><u>'and its pillars'</u> is not supported.</p> <p>The EES is being prepared to align with the Enhanced Environment priority area of the City's Strategic Community Plan (SCP). The SCP is not intended to deliver on all of the priority areas in the SCP.</p> <p>The STAG in collaboration with Administration would develop the EES. This has not yet been drafted and there are no pillars confirmed within it.</p> <p><u>'to achieve a more liveable City.'</u> is supported.</p> <p>This is because it would align with the ultimate objective of the EES to enhance liveability for residents.</p>

<p>Term of Members</p>	<p>Replacing the Term of Members to read:</p> <p><i>The term of membership of the Advisory Group shall be a period of two (2) years and is to align with the local government elections cycle. Membership of the Advisory Group will expire at the next ordinary local government election.</i></p>	<p>This is not supported.</p> <p>This is because the role of the STAG when it was appointed by Council was to inform the preparation of the EES.</p> <p>The STAG was appointed in December 2023 and will expire in 12 months or once the EES has been adopted by Council.</p> <p>The EES is intended to be presented to Council for approval to advertise in 4Q 2024 and then subsequently to Council for final adoption in 2Q 2025.</p> <p>Once the EES has been adopted, the STAG would no longer have a role. This is because the City would be responsible for its implementation.</p> <p>The STAG would then be re-engaged to inform the review of the City's Accessible City Strategy which is due to commence in 2025. This was referred to in the report to Council's Ordinary Meeting 12 December 2023.</p>
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Administration Proposed Amendments

Administration recommends minor modifications to the Terms of Reference to align it with the City's Advisory Groups Policy.

A track changed version of the Terms of Reference inclusive of Administration's proposed modifications are included in **Attachment 2**. The key changes consist of:

- Objectives – Clarify the role and function of the STAG including:
 - The purpose of the STAG to provide advice to the City and to support Council in making informed decisions; and
 - The STAG is not a decision-making body and is not established as a committee under the *Local Government Act 1995*.
- Member Roles and Responsibilities – Clarifying the role of Administration in providing Executive Support to avoid confusion with the term 'Presiding Member'. All of the responsibilities remain unchanged.

CONSULTATION/ADVERTISING:

Administration has involved the STAG in the development of the Terms of Reference:

- Involve:
 - Public Participation Goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
 - Promise to the Public: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

Administration will advise the STAG of the outcome of Council's decision prior to its next meeting.

LEGAL/POLICY:

The City's [Policy No. 4.2.12 – Advisory Groups](#) sets out the process for establishing advisory groups and adopting their terms of reference.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed amendments to the Terms of Reference is low risk as they clarify the operation of the STAG.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

*Sustainable Energy Use/Greenhouse Gas Emission Reduction
Water Use Reduction/Water Quality Improvement
Waste Reduction
Urban Greening and Biodiversity*

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications of this determination.

COMMENTS:

It is recommended that Council adopt the amended Terms of Reference that are included in **Attachment 1**.

These Terms of Reference are inclusive of:

- The STAG's requested amendment to include 'to achieve a more liveable City' to the third objective; and
- Administration's proposed amendments to provide clarification in the Objectives and Member Roles and Responsibilities.

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Terms of Reference



1. OBJECTIVE

The purpose of the Advisory Group is to provide advice to the City and to support Council in making informed decisions.

The objectives of the Sustainability and Transport Advisory Group (the Advisory Group) are to:

- Facilitate stakeholder and community input and involvement in the development of the Enhanced Environment Strategy (EES).
- Provide advice and make consensus recommendations to the City relating to the development of the EES.
- Support the City in the development of the EES to achieve a more liveable City.

The Advisory Group is not a decision-making body and is not a committee for the purposes of the *Local Government Act 1995*.

2. MEMBERSHIP

Membership of the Advisory Group shall comprise the following persons as determined by Council:

2.1 Up to four (4) Council Members

2.2 Up to ten (10) Community and Stakeholder Representatives

Up to five (5) Stakeholder Representatives from any one or more of the following backgrounds/categories:

- Demonstrated specialist knowledge, skills, qualifications and/or understanding of sustainability.

2.3 City Officers

The appropriate Executive Director, Manager and/or Officer(s) as determined by the Chief Executive Officer.

3. TERM OF MEMBERS

- 3.1 The term of membership of the Advisory Group shall be for a period of approximately one (1) year. Membership will expire upon adoption of the EES by council.

4. MEMBER ROLES AND RESPONSIBILITIES

Chairperson

- 4.1 A Council Member (where possible) on the Advisory Group shall be appointed as **Chairperson** by the Council. Otherwise a Senior City Officer will assume the role.

- 4.2 The **Chairperson** is responsible for:

- Attending and chairing all meetings.
- Lead the meeting in accordance with the meeting agenda.

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Terms of Reference



- Facilitate engaged participation and collaborative discussion of each agenda item by all members.
- Review and ratify the draft meeting minutes.

Members

4.3 Advisory Group **Members** shall be appointed by Council and are responsible for:

- Attending all meetings;
- Participate and collaborate in agenda item discussions; and
- Review previous meeting minutes ahead of each new meeting.

Executive Support

4.4 The appropriate Executive Director or delegated Senior City Officer shall be the **Executive Support** of the Advisory Group meetings, for the purpose of the administration and coordination of the meeting.

4.5 The **Executive Support** is responsible for:

- The administration of the Advisory Group and meetings;
- Inducting members and providing an initial briefing on the role, responsibility and operation of the Advisory Group;
- Setting and communicating the meeting agendas;
- Recording member comments on each agenda item and providing a summary at end of each item discussion;
- Circulating draft minutes of meetings to the Chairperson to ratify;
- Circulating final minutes of the meeting to the members;
- Ensuring the Advisory Group operates in accordance with [Advisory Group Policy](#) and [Code of Conduct](#) at all times; and
- Closing out the Advisory Group once the Objective has been met.

5. MEETING PROCEDURES

5.1 Meetings

- (a) The Advisory Group shall meet quarterly if there is sufficient agenda items. Additional meetings may be convened at the discretion of Presiding Member, in agreement with the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. These dates are to be included in the City's monthly [Events Calendar](#).

5.2 Quorum

A quorum shall be by simple majority plus one.

5.3 Agendas

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP



Terms of Reference

- (a) The relevant Executive Director having responsibility for the Advisory Group will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes

- (a) The relevant Executive Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (b) Items considered at the meeting will not be voted upon. The Minutes will record actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they accurately reflect the consensus view.
- (c) Minutes of the meeting will be prepared and distributed to members within ten (10) working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. Minutes not requiring a Council decision will be included on the Information Bulletin. Reports will consider each proposal to ensure it is:
 - (i) Consistent with the City's established strategic and operational planning and the objective for which the Advisory Group was established.
 - (ii) Within the City's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
 - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	12/12/2023
Reviewed / Amended	21/5/2024
Next Review Date	October 2025

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Terms of Reference



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The objectives of the Sustainability and Transport Advisory Group (the Advisory Group) are to:

- Facilitate ~~Council Member~~, stakeholder and/or community input and involvement in the development of the Enhanced Environment Strategy (EES).
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- Support the City in the development of the EES to achieve a more liveable City.

The Advisory Group is not a decision-making body and is not a committee for the purposes of the Local Government Act 1995.

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The appropriate Executive Director, Manager and/or Officer(s) as determined by the Chief Executive Officer.

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- 3.1 The term of membership of the Advisory Group shall be for a for a period of approximately one (1) year. Membership will expire upon adoption of the EES by council.

4. MEMBER ROLES AND RESPONSIBILITIES

~~4.1 The appropriate Executive Director or delegated Senior City Officer shall be the **Presiding Member** of the Advisory Group meetings, for the purpose of the administration and coordination of the meeting.~~

~~4.2 The Presiding Member is responsible for:~~

- ~~• The administration of the Advisory Group and meetings;~~

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Terms of Reference



- ~~• Inducting members and providing an initial briefing on the role, responsibility and operation of the Advisory Group;~~
- ~~• Setting and communicating the meeting agendas;~~
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- ~~• Circulating draft minutes of meetings to the Chairperson to ratify;~~
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- ~~• Ensuring the Advisory Group operates in accordance with Advisory Group Policy and Code of Conduct at all times; and~~
- ~~• Closing out the Advisory Group once the Objective has been met.~~

Chairperson

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4.24 The **Chairperson** is responsible for:

- Attending and chairing all meetings.
- Lead the meeting in accordance with the meeting agenda.
- Facilitate engaged participation and collaborative discussion of each agenda item by all members.
- Review and ratify the draft meeting minutes.

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SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

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- (c) Minutes of the meeting will be prepared and distributed to members within ~~ten~~ **five (105)** working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. Minutes not requiring a Council decision will be included on the Information Bulletin. Reports will consider each proposal to ensure it is:

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