

Terms of Reference - Yarra Environment Advisory Committee (YEAC)

The Yarra Environment Advisory Committee is a community committee representing interests pertaining to climate change and other local environmental issues to provide advice to Council on action towards these issues by Council, including effective implementation of the Yarra Environment Strategy. The Yarra Environment Advisory Committee has no delegated functions or decision making power.

Objectives

Capitalising on the knowledge, experience and skills available in the Yarra community, to provide advice to Council in respect to:

- Development and implementation of the Yarra Environment Strategy;
- Strategic advice on key policy development, issues that affect the environment, and the design and delivery of specific environmental programs by Council.
- Raising the profile of the environmental sustainability activities within the city of Yarra; and
- Ensuring this key focus of work for the City of Yarra community is provided with an appropriate communication mechanism with Council.

Function

The Yarra Environment Advisory Committee will provide advice to Council on:

- The development and/or implementation of the Yarra Environment Strategy, as well as other key policies that affect/support the environment of the City of Yarra.
- The delivery of its Council Plan, in particular the implementation of the Yarra Environment Strategy once adopted;
- Priorities, strategies, initiatives and issues affecting the City of Yarra community in terms of environmental sustainability;
- Resolving issues that may arise from the Agenda of YEAC meetings; and
- How to engage the wider City of Yarra community on environmental sustainability issues.

Membership

- The Yarra Environment Advisory Committee will comprise 12 community members
- A quorum of 50% plus 1 of committee members must be present for any determinations or formal advice to Council on a particular issue.
- In addition, meetings will be attended by nominated Yarra Councillors and Council Staff.
- Regular bi-monthly meetings will be of 1.5 - 2 hours duration, held at a Yarra Town Hall.
- Specific additional meetings may be required on an as needs basis
- Meetings will be chaired by a Yarra Councilor, nominated annually.
- Yarra City Council's Sustainability Unit Manager will be the secretariat for the Committee.

Recruitment

- Community members will have a tenure of 2 years.
- Council seeks both continuity within the Committee and generation of new ideas and direction, and as such a mix of new and existing members is encouraged. All existing members seeking another term must re-nominate.

- Yarra Environment Advisory Committee vacancies will be advertised via the Yarra Environment e-bulletin, on Council's website and via other channels.
- Council seeks applicants with an ability to work collaboratively with other members and Council, a strong interest in the local environmental issues, a proven understanding of environmental issues, and a willingness to commit 2 hours every two months to attend Committee meetings.
- It is intended to create a committee with the following attributes:
 - a. diversity of environmental interests and knowledge including climate change, waste, transport, community development and education, urban agriculture, biodiversity, water, open space;
 - b. representation of members of different local community groups;
 - c. representation of a variety of sectors in the municipality, including community agencies, business, education, and interested citizens; and
 - d. A mix of skills and attributes to complement other members of the Committee.
- Members will be selected on the merits of their skills and their ability to contribute to ensuring the attributes are achieved

Resignation

A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the YEAC Secretariat.

Membership of the Committee will be deemed to have resigned if they fail to attend two consecutive YEAC meetings without prior notice.

Any member who resigns or whose membership is terminated, may be replaced at the discretion of the Committee Chair and Secretariat, seeking members initially from the pool of previously unsuccessful applicants.

Conflicts of Interest

In the event of a conflict of interest arising for any member of the Committee, the member will disclose the interest and clearly state the nature of that interest at the meeting before the matter is considered. Any member, who discloses a Conflict of Interest in a matter, must leave the room and not participate in any discussion, nor vote on the matter in which they have a conflict.

Contact Details

All questions or queries regarding the Yarra Environment Advisory Committee should be directed to the Secretariat:

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