

Environment and Open Spaces Strategic Advisory Committee Terms of Reference

Name of Committee:	Environment and Open Spaces Strategic Advisory Committee
Purpose of Committee:	<p>The Environment and Open Spaces Strategic Advisory Committee (the Committee) has been established to provide input into a number of key strategic documents for the City of Kingston.</p> <p>Kingston City Council acknowledges the Traditional Custodians of the land that Council and our community is on. We pay our respects to Indigenous Elders past, present and emerging. We recognise that the knowledge and wisdom of Country has always been here, and it is our vital responsibility to listen and learn.</p> <p>The Environment and Open Spaces Strategic Advisory Committee is an advisory committee of Council. As with all City of Kingston Strategic Advisory Committees, the Environment and Open Spaces Strategic Advisory Committee has a purely strategic focus. The Committee should focus on issues and opportunities that are relevant across the entire municipality.</p> <p>In broad terms the Committee should focus on environmental matters which impact the community and able to be influenced by Council; and consider Open Spaces through design, maintenance and use. The Committee's focus will be guided by the Strategic documents mentioned later in this document.</p> <p>The Environment and Open Spaces Strategic Advisory Committee has no delegated decision-making power from Council.</p>
Term of Committee	Terms of Reference will be reviewed in early 2025 following the Council elections.

<p>Council Plan Objectives</p>	<ul style="list-style-type: none"> • Our city will be a vibrant, enjoyable and easy place to live. • We prioritise our environment and reduce our impact on the earth. • We will embrace the concept of a 20-minute neighborhood, support the ongoing process of decentralisation and support people to live and work locally. • We are progressive, include and prioritise the wellbeing of all members of our community • Our community will feel safe, and be safe, in all aspects of their lives • Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.
<p>Criteria for membership:</p>	<ul style="list-style-type: none"> • Membership should broadly reflect the demographic profile of Kingston • Interest in the Council Plan objectives outlined above • Strong community networks and linkages • An ability to constructively participate in an advisory capacity • An ability to represent a broad range of views that reflect the diversity of the community and local issues • A willingness to contribute positively to meetings in a fair and unbiased manner
<p>Selection of Members:</p>	<p>The selection of the membership will involve calling for nominations. An advertisement will be placed in the local media and on Council’s website. A nomination form must be completed and all nominations will be assessed against the Criteria for Membership.</p> <p>All nominees will be interviewed before appointment by Council to the Committee. The interview panel will consist of Council Officer representatives.</p> <p>Appointment will be until the Terms of Reference are reviewed in early 2025.</p>
<p>Chairperson:</p>	<p>The role of Chairperson shall be undertaken by a Councillor.</p> <p>A Councillor may also choose not to undertake the role of Chair. In this case an Advisory Committee member may be elected to the role through a vote or consensus among the members.</p> <p>The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.</p> <p>A Deputy Chairperson should be elected to chair meetings in the absence of the Chairperson.</p>



<p>Membership:</p>	<p>The Committee will consist of the following membership structure:</p> <ul style="list-style-type: none"> • A maximum of three (3) Councillor representatives (appointed by Council resolution annually) • A maximum of ten (10) community representatives who meet the membership criteria.
<p>Quorum:</p>	<p>The Committee shall meet if 'one half plus one' of the total membership and must include at least one of the Councillors in attendance at the scheduled commencement time.</p>
<p>Conflict of Interest and Confidentiality:</p>	<p>The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the Environment and Open Spaces Strategic Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Environment and Open Spaces Strategic Advisory Committee.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>It is intended that the Environment and Open Spaces Strategic Advisory Committee will be a forum for discussing proposed policies and actions that may impact the Kingston Community.</p> <p>It is envisaged that members will be provided with information that is not available in the public realm. It will be critical that committee members are seen as a group that can be trusted with confidential information.</p> <p>The Environment and Open Spaces Strategic Advisory Committee's ability to fulfill its purpose will be severely hampered if that trust is undermined in any way.</p> <p>Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.</p> <p>Confidential discussion will not be disclosed without the Chair's prior approval.</p>



<p>Meetings:</p>	<p>Meetings of the Environment and Open Spaces Strategic Advisory Committee will be held quarterly or more often by arrangement with the committee members and Chairperson. A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled or re-scheduled.</p>
<p>Guiding Principles:</p>	<ul style="list-style-type: none"> • We are inclusive, open minded and respectful of everyone’s perspective • We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community • Challenging and exploring are an integral part of what we do and how we operate • We actively participate and engage in the work of the committee • We have a strong focus on outcomes and recommending informed, evidence-based solutions • We are mindful of future trends and demands, while considering current needs
<p>Reporting:</p>	<p>Minutes and recommendations of each Committee meeting is to be presented to all Councillors of the City of Kingston at a Councillor Information Session.</p>
<p>Related Documents:</p>	<p>Council Plan Living Kingston 2035 Kingston Open Space Strategy Kingston’s Integrated Water Cycle Strategy Kingston’s Urban Cooling Strategy Climate and Ecological Emergency Response Plan Kingston’s Green Wedge Plan Biodiversity Strategy Playground Strategy - Active Youth Spaces Kingston Integrated Transport Strategy Coastal and Marine Management Plan</p>