

Attachment 1:

Blue Mountains Planetary Health Advisory Committee - Terms of Reference

HPE RM (TRIM) Reference: 21/116926

Establishment of and Terms of Reference for Blue Mountains Planetary Health Advisory Committee approved by Council:	Adopted by Council, Minute No. xxx on 25 May 2021
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1. Purpose of the Advisory Committee

As one of only two cities in the world being located within a UNESCO declared World Heritage Area, the Blue Mountains City Council recognizes its stewardship responsibility in managing the City of Blue Mountains sustainably within a landscape of global biodiversity and ecosystem significance.

With this in mind, and with a philosophy of “think globally, act locally”, the purpose of the Blue Mountains Planetary Health Advisory Committee (“the Advisory Committee”) is to advise and guide the Council on the establishment and implementation of a Planetary Health Action Program that will include such activities as:

- The establishment of a Planetary Health Leadership Centre in Katoomba with the aim of providing local, regional, national and international benefits and connections, including:
 - A reinvigorated sustainability model for the region based on the principles of planetary health;
 - Deep connection with, and respect of, indigenous wisdom and knowledge of Country in advancing planetary health initiatives;
 - A better understanding of how local government and local areas can contribute to planetary health by “thinking globally and acting locally”;
 - Implementation of an innovative governance framework for the Centre that supports and initiates programs and projects that address the environmental, social and economic imperatives and dimensions of planetary health;
 - A substantive forum for BMCC, academics, researchers, local community stakeholders, global theorists and practitioners to be in meaningful dialogue about the practicalities of enacting transitions to cultures of planetary health;
 - Undertaking research and promoting the development of strategies to improve the environmental health of the planet and to respond to the challenges of climate change, natural disaster, bushfire and other processes which threaten sustainable living;
 - Local benefits to the City of Blue Mountains through the contribution of the Centre and associated planetary health programs to a range of environmental, social and economic outcomes including local job creation, resilience and recovery from natural disasters including bushfires, COVID-19, floods and storms;

- Reinforcing the Blue Mountains as a unique place that fosters a culture of diverse, high quality creative endeavour as a City of the Arts and as a means of engaging the community and other stakeholders with planetary health; and
 - An innovative approach in design and development concepts that will assist the people and Government of Australia to achieve beneficial development outcomes that contribute to planetary health.
- Consideration of innovative governance structures for supporting planetary health;
 - Consideration of how the Planetary Health initiatives and Leadership Centre will be resourced and financed;
 - The development and implementation of a range of planetary health initiatives – environmental, social, economic and governance – with potential local, regional, national and international significance;
 - Building partnerships and connections with other agencies and organisations, including higher education institutions and other levels of government, relevant stakeholders and groups, that will advance and support Planetary Health aims of the Council;
 - Increasing understanding of emerging planetary health challenges and opportunities with particular focus locally within the context of the City of Blue Mountains; and
 - Guiding and advising the Council on ways its services, local action programs and City governance can best support planetary health and achievement of a more sustainable Blue Mountains into the future.

2. Establishment and Dissolution of the Advisory Committee

The Council may through resolution establish the BMPHAC for the purposes it sees fit.

The Council may through resolution resolve to dissolve the BMPHAC at any time.

3. Term of Committee

The Advisory Committee will be established for an initial term of 5 years commencing 1 July 2021 and ending 1 July 2026. The Council through resolution may resolve for the Advisory Committee to extend into another term of operation.

4. Conduct, Governance and Confidentiality

The members of the Advisory Committee will be subject to the Council's Code of Conduct.

Members of the Advisory Committee will be required to sign a statement regarding conflicts of interest and a confidentiality agreement upon commencement of membership. Members will be required to identify any pecuniary or non-pecuniary conflicts of interest at each meeting of the Advisory Committee.

5. Membership

The membership of the Advisory Committee will be expert based and will comprise of:

- A Councillor Chair – as resolved by the Council
- The Chief Executive Officer (“the CEO”) of the Council or her delegate
- The Director, Environment and Planning Services or his delegate
- A Gundungurra Traditional owner representative
- A Darug Traditional Owner representative
- Up to seven other expert based, cross discipline and sector representatives from such areas as: higher education institutions, other levels of government, other relevant institutions, organisations or agencies, local community organisations, groups and /or other key stakeholders.

All members of the Advisory Committee will serve in a voluntary capacity.

6. Working Groups

The Advisory Committee has the power to initiate and establish various Working Groups to support its work. These Working Groups will be coordinated and supported by Council staff under the direction of the CEO and in close consultation with the Chair.

7. Advisory Committee Operation and Duties of Specific Roles

7.1 CEO to Chair if Chair Absent

If the Chair is unable to attend a meeting of the Committee, then the CEO will chair the meeting in her ex-officio capacity.

7.2 Authority to expand and replace Membership of the Advisory Committee

The Chair, in consultation with the CEO and with the approval of the Mayor, has the authority to expand and replace membership of the Advisory Committee.

7.3 Resignation and Termination of Membership

Any member may resign by giving notice in writing to the Chair.

Membership is terminated by resignation or automatically following non-attendance for 3 consecutive on-line or face to face meetings, without prior leave of absence being obtained from the Chair.

Membership may be terminated due to a breach of the Code of Conduct, if so recommended as a result of a Code of Conduct review.

7.4 Register of Members to be Maintained

The Council will maintain a register of members of the Advisory Committee that records:

- Name and contact details of each member
- Dates of commencing and vacating membership

7.5 Attendance at Meetings of Alternative Delegates other Representatives or Guests

Alternative delegates or representatives may attend a meeting of the Advisory Committee either when a member is unable to attend or at the discretion of the Chair.

Various experts or guests may be invited by the Chair to attend meetings or specific parts of a meeting, when a specific purpose is nominated. Such experts or guests are not entitled to move a motion or vote at meetings.

7.6 Members Leave of Absence

Members may apply to the Chair for a Leave of Absence. Any approved Leave of Absence will be recorded in the minutes of meetings.

7.7 Role of the Chair

The role of the Chair is to manage meetings of the Advisory Committee by:

- Facilitating and directing the effective running of meetings and ensuring accurate recording of meeting minutes
- Ensuring that all members are afforded the opportunity to address meetings
- Ensuring sound governance of the Advisory Committee in accordance with these Terms of Reference
- Ensuring matters resolved by a majority of the Advisory Committee are understood
- Ensuring acknowledgement of Country at the beginning of each meeting
- Working closely with the CEO in preparing agendas and reports
- Welcoming and inducting new members
- Mediating disputes between members with the support of the CEO.

7.8 Role of Council Support Officers

The Advisory Committee is guided and supported by the Chief Executive Officer, members of the BMCC Executive Leadership Team and other Council Officers supporting its business and administrative operations, relative to preparation and presentation of reports, projects and programs for the consideration of the Advisory Committee.

Council support officer(s), as designated by the CEO will attend meetings and act as the Advisory Committee secretariat to ensure:

- Meeting agendas are prepared and distributed via email;
- Meeting minutes are recorded and distributed following endorsement by the Chair;
- Reporting obligations are met, including preparation of a quarterly report to the Council;
- Meeting minutes, documentation, correspondence and reports are saved to the Council record;
- The register of members is maintained;
- Any required public access to information is actioned in consultation with the Council Information Officer as required under the Government Information Public Access Act 2009 (NSW); and
- Any required presentations and/ or briefings and/or staff guidance and advice on planetary health work initiatives are provided to the Advisory Committee.

8 Meeting Frequency and Location

The Advisory Committee will meet on a monthly basis or on a frequency as determined by the Chair in consultation with the CEO. The location of meetings will be determined by the Chair in consultation with the CEO.

9 Reports to the Council

The Advisory Committee will report to the Council on a quarterly basis or as or as determined by the Chair in consultation with the CEO.

10 Media and Public Relations

The Advisory Committee will operate within the provisions of the BMCC media policy. All media representation, press contact and publications emanating from the Advisory Committee will be directed through the Council's Communications Officer and/ or via the CEO.