wyndhamcity

Terms of Reference

WYNDHAM PORTFOLIO ADVISORY COMMITTEES

Acknowledgement of Country

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the First Custodians of the lands on which Australia was founded. Council acknowledges the Wadawurrung, Woiwurrung and Boonwurrung peoples of the Kulin Nation as the Traditional Owners of the lands on which Wyndham City is being built.

For tens of thousands of years, the Werribee River has been a significant meeting place for Aboriginal people to build community, exchange resources, and share responsibility for its lands.

Council pays respect for the wisdom and diversity of Elders past, present and emerging.

With the Victorian Constitution, Council agrees that the founding of this City occurred without proper consultation, recognition or involvement of the diversity of First People of this place.

Council now commits to ensuring representation and involvement of Aboriginal people in the Wyndham 2040 Community Vision and Council Plan 2021-25.

1. SUMMARY

- Council Advisory Committees are established within the community advisory framework to support Council with the implementation of the Wyndham 2040 Community Vision and Council Plan 2021-25.
- Council's Portfolio Advisory Committees focus on key strategic areas of policy development as detailed in the Wyndham 2040 Community Vision and Council Plan 2021-25.
- The City Design Portfolio Advisory Committee focuses on:
    - Create more liveable, better designed and planned, and well-connected neighbourhoods through mixed land use, different housing types and greater access to quality public transport.
    - Establish directions, policies and programs that improve liveability.
    - Focus on ways to manage growth and ensure that development is sustainable.

2. OBJECTIVES

The Wyndham 2040 Community Vision and Council Plan 2021-25 will guide the City Design Portfolio Advisory Committee, providing the context for the operation of the Committee.

The Objectives of the City Design Portfolio Advisory Committee are to:

- Provide input to Council to support the development of relevant strategies and initiatives relating to the portfolio area, under the Wyndham 2040 Community Vision and Council Plan 2021-25.
- Contribute ideas for opportunities to work with Council on key projects relating to the portfolio area under the Council Plan 2021-25.
- Support community engagement activities related to the portfolio area to:
    a. Keep communities informed of goals and actions;
    b. Involve and empower communities to determine future goals and actions.
- Discuss the likely impact of any relevant State and Commonwealth policies on the local community in relation to the portfolio.
- Support the development of recommendations for future actions regarding the portfolio area.
- Assess reports on the progress of stakeholder initiatives regarding the portfolio area against the goals of Wyndham 2040 Community Vision and Council Plan 2021-25.

- Establish and maintain collaborative relationships with all other relevant committees and stakeholders, including other Portfolio Advisory Committees.

3. ROLE OF THE COMMITTEE

The role of the City Design Portfolio Advisory Committees is to:

- Provide local area "lived experience" knowledge to support Council decision making regarding the portfolio area to support the implementation of the Wyndham 2040 Community Vision and Council Plan 2021-25.
- Provide subject matter expertise to the Portfolio Advisory Committee to further the understanding of the portfolio group.
- Advise Council on how to best engage local communities regarding the portfolio area.
- Advise Council on key local projects regarding the portfolio area identified as important by the local community and organisations through the development of the Council Plan 2021-25.
- Facilitate communication between Council, local communities and organisations in relation to Wyndham 2040 Vision and Council Plan 2021-25.

4. DEFINITIONS

Act	The *Local Government Act 2020*
CEO	The Chief Executive Officer of the City appointed by Council.
Council	The City of Wyndham.
Councillor	Elected officials representing the City of Wyndham, including the Mayor.
Council officer	All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.
ELT	Executive Leadership Team consisting of the Directors or Executive Managers of the Departments of the City who all report to the Chief Executive Officer.
Mayor	The Councillor elected to be the Mayor of the Council.

5. TERMS OF REFERENCE

5.1 Expected / Definite life of the Committee

5.1.1 The life of the Committee is the Council Plan 2021-25.

5.1.2 The term of community and stakeholder membership will be the length of the Council Term.

5.1.3 Members may re-apply for a second term. However no more than 50 per cent of members who have served a full term may be reappointed at the commencement of a new term.

5.1.4 If a member wishes to resign their appointment, they must provide the relevant Councillor with a written resignation. The resignation takes effect on the day it is received by the director, or if a later day is specified in the resignation, on that later day.

5.1.5 A member who is absent from two consecutive meetings, without forwarding an apology, will be deemed to have resigned from the Committee.

5.1.6 If a member is elected into office as a Wyndham City Councillor during their term on the Portfolio Advisory Committee, the member will be deemed to have resigned from the Committee.

5.1.7 If a member becomes a Wyndham City employee during their term on the Portfolio Advisory Committee, the member will be deemed to have resigned from the Committee.

5.1.8 Council staff will ensure that the Portfolio Advisory Committee's Chairperson is promptly informed of all resignations.

5.1.9 The relevant Council director, together with the Chairperson, may also end a member's appointment term early if the member fails to disclose a conflict of interest or adhere to the conditions in this Terms of Reference or the participation and confidentiality agreement.

5.1.10 The Committee will conduct a review of its effectiveness prior to the conclusion of the initial term and, where appropriate, make recommendations to Council regarding a revised Terms of Reference.

5.2 Appointment of members

5.2.1 The appointment of members on the Committee shall follow the following process:

- Council will publicly advertise seeking applications from community members requiring them to demonstrate how they meet the key selection criteria
- Where relevant, Council will invite a representative from a specific organisation/s to be a Committee member, thus providing subject matter expertise and strengthening partnerships.
- Membership of the Portfolio Advisory Committee is based on representation of the community with specific experience and/or interest, and if relevant, representation from specific organisations/stakeholders.
- Community member selection is based on the demonstration of the following attributes and skill sets:
    - Live, work, study or volunteer in Wyndham and be aged 16 or over;
    - Interest in advancing the goals in the Wyndham 2040 Community Vision and Council Plan 2021-25;
    - Demonstrated or willingness to learn leadership and relationship-building skills;
    - Knowledge and experience of the portfolio;
    - Strong community linkages with the ability to engage a broad range of community members and views;
    - Willingness to constructively participate in an advisory capacity to Council; and
    - Formal acceptance and signing of the Terms of Reference and Confidentiality Agreement.
- Aboriginal and/or Torres Strait Islander residents of Wyndham City are strongly encouraged to apply.
- Following receipt of applications and the reaching the closing date for applications the applications will be assessed against the selection criteria and the requirement for a broad cross section of members.
- Should there be insufficient members appointed by the open process Council may approach individuals considered to meet the selection criteria and request they submit an application for consideration.
- Membership of the committee is as an individual, and not as a representative of any group or organisation unless otherwise specifically recruited for.
- Members cannot be currently serving as Wyndham City Councillors, political organisation or staff members.

5.3 Composition of the Committee

5.3.1 The number of committee members on the Committee shall be no less than eight and no more than 12 and will live, work, study or volunteer in Wyndham City.

5.3.2 Committee members will be representative of gender and diversity in line with Wyndham's community

5.3.3 The committee will be chaired by the Councillor holding the relevant portfolio.

5.3.4 If the Portfolio Holder Councillor is absent or otherwise unavailable, the sponsoring Director or Manager may be required to chair committee meetings and to perform other duties on behalf of the Committee as appropriate.

5.3.5 The Committee will also be attended by the following Council Officers:

- The sponsoring Director or Manager
- Council officers from relevant area; and
- Additional staff may be invited to attend when their area of work is relevant to the work of the Committee.

5.4 The role of committee members is to

5.4.1 Commit themselves to the Terms of Reference of the Committee.

5.4.2 Attend meetings of the Committee personally (no proxy allowed) and attend at least 80 per cent of all meetings.

5.4.3 Abide by best practice in the conduct of Advisory Committees by declaring any real or perceived personal conflicts of interest as soon as such becomes known.

5.4.4 Bring their subject matter expertise to the Committee and contribute to the development of collective wisdom.

5.4.5 Actively contribute by participating in discussions and offer opinions and knowledge.

5.4.6 Treat others with respect and have due regard to the opinions, rights and responsibilities of others.

5.4.7 Maintain the confidentiality of all information provided unless otherwise advised.

5.4.8 Act in a voluntary capacity.

Note: A "representative" of an organisation is expected to be able to represent the views and ideas of that organisation while participating in the Committee as an individual with their own views, ideas and experience to be contributed for the benefit of the Committee.

5.5 Authority of the Committee

5.5.1 The Committee is an Advisory Committee for the purposes outlined in the Terms of Reference, therefore does not have delegated authority, and reports to Council as required.

5.5.2 The Committee has no power to commit Council to any decision or action, or to direct Council staff in their duties.

5.5.3 The Committee has no financial delegation authority.

5.5.4 The Mayor and the relevant Director are the designated media spokespeople for Council in accordance with Council's Media Policy.

5.5.5 Portfolio Advisory Committee members may speak to the media about their own views but must not purport to represent Council.

5.6 Conflict of Interest and Confidentiality

5.6.1 If a Committee member determines that they have a Conflict of Interest in any matter which is to be considered at a meeting of the Committee then that person must:

- If they intend to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or
- If they do not intend to be present at the meeting, disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.

5.6.2 While discussion is taken on the subject matter the member must:

- Leave the room and notify the Chairperson that they are doing so; and
- Remain outside the room and any gallery or other area in view or hearing of the room.

5.6.3 The Chairperson of the Committee must record the declaration and the nature of the interest in the minutes of the meeting.

5.6.4 Information of a confidential nature may be tabled and/or discussed at Committee meetings to assist or inform discussions. Committee Members will be expected to sign a Confidentiality Agreement in respect of such information prior to the commencement of their term.

5.7 Timing, Place and Regularity of Meetings

5.7.1 The Committee will meet every quarter and for no more than two hours.

5.7.2 The Committee may decide to meet more often to consider specific issues in a workshop format, this must be approved by the sponsoring Director or Manager.

5.7.3 The Committee will be hosted by Council in an appropriate venue.

5.7.4 Committee members will be able to attend in person or virtually.

5.7.5 A meeting of the Committee will not be called with less than two weeks' notice to all members, unless there are exceptional circumstances.

5.8 Meeting Agenda

5.8.1 The Standing Agenda will include:

- Acknowledgement of Country;
- Attendance and apologies;
- Declaration of any conflicts of interest;
- Minutes of the previous meeting;
- Business arising from previous meeting;
- Matters identified by committee members in writing for discussion and action; and
- Summary of matters to be reported on at the next meeting.

5.9 Meeting Procedure

5.9.1 The Chairperson shall chair the meetings, taking account of both the need for efficiency and the importance of accountability.

5.9.2 If the Portfolio Holder Councillor is absent or otherwise unavailable, the sponsoring Director or Manager may be required to chair committee meetings and to perform other duties on behalf of the Committee as appropriate.

5.10 Meeting Quorum

5.10.1 A quorum is a simple majority, not including Council officers or Councillors.

5.10.2 If less than a quorum attends, the meeting may proceed but no decisions can be made.

5.11 Reporting Requirements

5.11.1 The Committee shall report to Council providing an update of committee activities as required but at least annually.

5.11.2 Agendas will be circulated at least one week prior to the scheduled meeting date.

5.11.3 Minutes from the Committee meeting will be circulated one week after the meeting has been held.

5.12 Secretariat

5.12.1 A Council officer will support the Committee.

5.12.2 The Council officer will prepare the agenda for every Committee meeting in consultation with the chair and circulate the agenda and any meeting papers to Committee members before the meeting.

5.12.3 Access to information and request for support from Council departments will be led through the department holding the City Design portfolio.

5.12.4 Minutes of actions and decisions will be recorded and distributed to Committee members.

5.12.5 Minutes, reports and correspondence of the Committee will be registered in Council's record keeping software.

5.12.6 Minutes from the Committee meeting will be tabled at the Council meeting on a quarterly basis.

5.13 Facilities & Resources

5.13.1 The Committee will not have a budget for approved activities but will advise Council annually on budget requirements in relation to research, advocacy, promotions and community engagement for inclusion in respective program budgets.

5.14 Reimbursement

5.14.1 Participation on the Committee is on an honorary basis, therefore it is an 'unpaid' position, however participants can claim for reimbursement of expenses incurred to enable them to attend meetings. This includes reimbursement for family care and travel expenses. Reimbursements will be made in accordance with existing policy and guidelines.

6. ATTACHMENTS

Wyndham 2040 Community Vision
Wyndham City's Media Policy
Wyndham Help to Participate