

FILE NO: 0000

ITEM NO: 13.4  
CHIEF EXECUTIVE OFFICER -  
KELLY GRIGSBY**APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE WYNDHAM CITY  
PORTFOLIO COMMITTEES****Summary**

In January 2017, Wyndham City sought nominations from community representatives to join its twelve newly-established Portfolio Committees. Following an extensive advertising campaign, more than 400 Expressions of Interest were received.

The purpose of this report is to outline the recruitment/selection process that was undertaken in relation to these committees, and to seek Council's endorsement of the 72 individuals who are being recommended for appointment.

**Attachments**

1. Portfolio Committees - Terms of Reference
2. Recommendation of Appointments to Wyndham City Portfolio Committees

**Officers' Declaration of Interests**

Under Section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

Chief Executive Officer - Kelly Grigsby

In providing this advice as the CEO, I have no disclosable interests in this report.

Manager Corporate Affairs - Emily Keogh

In providing this advice as the Manager, I have no disclosable interests in this report.

Coordinator Governance - Nicole Battle

In providing this advice as the Author, I have no disclosable interests in this report.

**Key Issues**

- In January 2017, Council wrote to all households in Wyndham to advise that it was calling for Expressions of Interest from residents for its twelve Portfolio Committees.
- A total of 402 applications were received, with no fewer than 18 applications being submitted for each committee.
- Following an extensive assessment process, 72 individuals have been recommended for appointment across the twelve Portfolio Committees.
- Once endorsed by Council, these appointments will remain in effect until the end of the current Council term in September 2020.

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GRIGSBY

**APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE WYNDHAM CITY  
PORTFOLIO COMMITTEES (cont'd)**

**RECOMMENDATIONS**

That Council:

1. Note the appointment of 72 community representatives to its twelve Portfolio Committees;
2. Endorse the revised Terms of Reference;
3. Resolve to make the contents of this report publicly available within 14 days, once all of the successful applicants have been notified; and
4. Thank the unsuccessful applicants for their interest.

**MOTIONS**

CRS KIM MCALINEY / TONY HOOPER

That Council:

1. Note the appointment of 72 community representatives to its twelve Portfolio Committees;
2. Endorse the revised Terms of Reference;
3. Resolve to make the contents of this report publicly available within 14 days, once all of the successful applicants have been notified; and
4. Thank the unsuccessful applicants for their interest.

(CARRIED)

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GRIGSBY**APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE WYNDHAM CITY  
PORTFOLIO COMMITTEES (cont'd)****1. Background**

During early 2014, Wyndham City introduced a series of Portfolio Committees as part of its renewed commitment to community engagement. The overarching objectives of these committees were:

- To receive reports and provide comment on relevant Council policies, strategies and activities as they related to the portfolio;
- To advocate community views on issues related to the portfolio; and
- To provide recommendations to Council on ways to better inform and engage the community on issues related to the portfolio.

Following their scheduled conclusion at the end of the last Council term, a comprehensive review of Wyndham's Portfolio Committees was conducted. The review included internal consultation and discussions with Councillors and senior staff, as well as an anonymous online survey of all Portfolio Committee members. Broadly speaking, the review found that Portfolio Committees were an extremely effective means of harnessing the diverse knowledge, skills and perspectives of residents. In addition, Portfolio Committees were also found to be an excellent mechanism for helping to achieve robust community consultation/engagement with regards to the development of important Council strategies and policies.

In recognising the important benefits that can be derived from Portfolio Committees, at the Statutory Council Meeting held on Wednesday 16 November 2016, the newly-elected Council undertook to convene the following Portfolio Committees for the duration of its term:

| <b>Portfolio Committee</b>   | <b>Councillor Portfolio Holder</b> | <b>Sponsoring Director</b> |
|------------------------------|------------------------------------|----------------------------|
| Growth & Transport**         | Cr Henry Barlow                    | Kate Roffey                |
| Cultural Diversity           | Cr Henry Barlow                    | Jenny McMahon              |
| Safer Communities            | Cr Kim McAliney                    | Jenny McMahon              |
| Family Friendly Cities       | Cr Mia Shaw                        | Jenny McMahon              |
| Future Focused Economies     | Cr Walter Villagonzalo             | Kate Roffey                |
| Learning City                | Cr Josh Gilligan                   | Jenny McMahon              |
| Environment & Sustainability | Cr Heather Marcus                  | Kate Roffey                |
| Smart City                   | Cr Aaron An                        | Kelly Grigsby              |
| Tourism & Major Events       | Cr John Gibbons                    | Kate Roffey                |
| Sports Development           | Cr Peter Maynard                   | Jenny McMahon              |
| Arts, Culture & Heritage     | Cr Tony Hooper                     | Jenny McMahon              |
| Urban Futures                | Cr Intaj Khan                      | Kate Roffey                |

\*\*Mayoral Portfolio

The focus of each of these committees was selected with a view to ensuring strong alignment with the direction and priorities of the new Council, whilst ensuring that Wyndham City is well-positioned to meet the objectives of both its current and future City Plans.

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PORTFOLIO COMMITTEES (cont'd)****2. Discussion**Recruitment

During January 2017, Council invited Expressions of Interest (EOI) from community representatives for its twelve newly-established Portfolio Committees. This EOI process was widely publicised and included:

- The placement of an advertisement in the Wyndham Star Weekly;
- A postcard being delivered via Australia Post to every household in Wyndham;
- Promotion on Council's website, including an electronic form to facilitate the completion of EOIs online;
- Promotion through networks provided by staff and Councillors;
- A mail-out of hardcopy EOI forms to interested residents; and
- Social media postings on Council's Facebook and Twitter accounts.

As a result of this comprehensive marketing campaign, a total of 402 applications were received, with no fewer than 18 applications being submitted for each Portfolio Committee.

Assessment

An assessment panel was convened for each Portfolio Committee. Generally speaking these assessment panels included the Councillor Portfolio Holder, the sponsoring Director and/or Manager, and a member of the Wyndham City Governance Team.

Each member of the assessment panel was responsible for reviewing the EOIs that were received for their portfolio. Applicants were then shortlisted for interview based on the selection criteria as contained within the revised Terms of Reference. These criteria most notably include:

- Demonstration of interest and/or specialist knowledge;
- Strong community linkages with the ability to represent a broad range of community views;
- Knowledge of relevant service providers, community organisations and/or industry/business partners, related to the portfolio, which operate within Wyndham;
- Ability to interpret State and Commonwealth Government policy as it relates to the portfolio;
- Willingness to constructively participate in an advisory capacity; and
- Formal acceptance of the Terms of Reference and Confidentiality Agreement.

At the conclusion of the assessment process, 72 community representatives were recommended for appointment across the twelve Portfolio Committees. A list of these community representatives is provided as an attachment to this report.

Revised Terms of Reference

As part of the review that was conducted at the end of 2016, the Terms of Reference for all Wyndham Portfolio Committees were reviewed. A copy of the revised Terms of Reference is provided as an attachment to this report.

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PORTFOLIO COMMITTEES (cont'd)****3. City Plan**

1.2 Community engagement and building - To actively engage with the community to capture diverse perspectives and opportunities to improve the quality of Council decisions on policies, services and programs. To strengthen the capacity of citizens and community groups to participate in community life by providing opportunities for individuals to acquire knowledge, confidence, skills and experience.

**4. Wyndham 2040 Vision**

- People and Community:  
The people of Wyndham will be connected to each other. We will be known for listening to and learning from the diversity of all residents.
- Leadership and Participation:  
Our city will be home to passionate residents who are always having conversations about how to build a better community. Residents will seek out ways to use their skills, knowledge and passion to build the community we have envisaged.

**5. Council Policy**

The establishment of Council Portfolio Committees directly supports the implementation of the following council policies and/or strategies:

- Wyndham City Plan 2013-2017;
- Wyndham Community Engagement Framework 2013; and
- Wyndham Advisory Committee Framework 2013.

**6. Financial Implications**

The implementation and ongoing operation of Wyndham's Portfolio Committees is not expected to require any additional budget and/or resources at this time.

**7. Social Implications**

Opportunities for deliberative engagement in the democratic process are an important indicator of community wellbeing.

**8. Communication Strategy**

As previously outlined, an extensive communication strategy was undertaken in order to actively promote the recruitment process for Wyndham's Portfolio Committees. Once the membership of these committees is endorsed by Council, a media release will be developed for distribution amongst local media outlets.

Written correspondence from the Councillor Portfolio Holder and/or Sponsoring Director will also be sent to all of the unsuccessful applicants thanking them for their application and advising them of other ways in which they can contribute their knowledge/skills to benefit their local community.

All of the shortlisted applicants who attended an interview will be notified by telephone.



[Insert Name] Portfolio Committee  
**Terms of Reference**

**Purpose of Committee**

The purpose of the [Insert Name] Portfolio Committee ("**the Committee**") is to:

- Provide high-level/strategic input into topics relating to the portfolio area, as identified in the Annual portfolio work plan.
- Consider current and emerging issues related to the portfolio and provide advice in relation to the implementation of relevant objectives, themes and actions outlined within the Wyndham City Plan;
- Provide advice and input into Council's formulation and development of relevant policies and strategies as they relate to the portfolio;
- Provide advice on the likely impact of any relevant State and Commonwealth policies on the local community in relation to the portfolio;
- Maintain a good relationship with, and have broad oversight over, other existing Advisory Committees relevant to the portfolio;
- To advocate community views on issues related to the portfolio;
- Ensure that community engagement practices on important policies and strategies are conducted in ways that are consistent with Council's Community Engagement Framework; and
- In providing advice, the Committee will consider the balance of the social, economic, environmental and cultural impacts on the broader Wyndham community.

**Objectives of the Committee**

The objectives of the Committee are:

- To receive reports and provide comment on relevant Council policies, strategies and activities as they relate to the portfolio;
- To advocate community views on issues relating to the portfolio; and
- To provide recommendations to Council on ways to better inform and engage the community on issues related to the portfolio.

**Membership of Committee**

The Committee will be comprised of between 8-12 members at any one time.

Membership of the Committee will include:

- The Councillor Portfolio Holder/ Chair (1);

- The Deputy Portfolio Holder (1) – optional attendance;
- The sponsoring Director/Manager (1);
- A minimum of three (3) and maximum of six (6) community participants with a combination of skills, networks and interests;
- Subject matter experts will be engaged on a needs basis as dictated by the strategic need of the work being undertaken by the committee.; and
- Other relevant Wyndham City staff as required.

In the case that a second Councillor has been nominated as a Deputy Portfolio Holder, it should be noted that this is not a formally recognised role. Whilst the Deputy Portfolio Holder is able to attend and participate in meetings, he/she has no official standing unless the Portfolio Holder is absent or otherwise unavailable. In such instances the Deputy Portfolio Holder may be required to chair committee meetings and to perform other duties on behalf of the Committee as appropriate.

Members of the Committee will be appointed by Council following the completion of a formal Expression of Interest process. Selection will be based on demonstration of the following attributes and skills:

- Demonstration of interest and/or specialist knowledge;
- Strong community linkages with the ability to represent a broad range of community views;
- Knowledge of relevant service providers, community organisations and/or industry/business partners, related to the portfolio, which operate within Wyndham;
- Ability to interpret State and Commonwealth Government policy as it relates to the portfolio;
- Willingness to constructively participate in an advisory capacity; and
- Formal acceptance of the Terms of Reference and Confidentiality Agreement.

It should be noted that:

- Each community participant of the Committee is selected as an individual, and not as a representative of any group or organisation, whereas subject matter experts may be selected either as individuals or as members drawn from relevant community wellbeing organisations in Wyndham.
- In the event that a member is not able to attend a meeting, he/she cannot nominate a proxy to attend in their place.
- A member who is absent from two (2) consecutive meetings, without forwarding an apology, will be deemed to have resigned from the Committee.
- In the event of a resignation, new members will only be recruited if the number of community participants and/or subject matter experts falls below the specified minimum. Recruitment for these vacancies will occur as per the Expression of Interest process outlined within the following section.

**Recruitment**

Recruitment to the Committee will occur via the following Expression of Interest process;

- As a minimum requirement, all vacancies to be advertised in the Wyndham Star Weekly and on Council's website and social media accounts. Other advertising to be undertaken as practical, based on relevant time and/or budget considerations.
- Application process to be open for a minimum of three (3) weeks.
- Applications to be assessed by a panel that consists of the Portfolio Holder, Sponsoring Director/Manager and a nominated member of Wyndham's Governance team.
- Shortlisted candidates to be interviewed by the aforementioned panel, with all successful and unsuccessful applicants to be notified by email, pending endorsement by Council at an Ordinary Council or Special Council Meeting.
- Once officially endorsed by Council, successful applicants to be offered a place on the Committee, subject to them providing a signed Participation and Confidentiality Agreement.

**Term**

The Committee is established for a term of forty-three (43) months commencing in March 2017.

The Committee will cease prior to the commencement of caretaker period for Local Government Elections in October 2020.

**Extent of Authority**

The Committee is an Advisory Committee of Council. It has no power to commit Council to any decision or action, or to direct Council staff in their duties. It may make recommendations for Council consideration, however Council reserves the right to accept or reject any or all recommendations that are made by the Committee.

**Commitment of Committee Members**

Members of the Committee agree to and will:

- Attend committee meetings and contribute to and actively participate in discussions;
- Respect and value the different contributions made by other Committee Members and other attendees at committee meetings;
- Contribute to and support collaborative, consensus-based decision-making;
- Positively promote the work of the Committee;
- Participate in good faith and demonstrate independent thinking; and
- Maintain confidentiality in relation to committee discussions and deliberations.



**Meetings of the Committee**

Meetings of the Committee will adhere to the following protocols;

- The Committee will meet on a quarterly basis, with meetings to be held at the Wyndham Civic Centre, 45 Princes Highway, Werribee. A schedule of meeting dates will be provided to all Committee members at the commencement of their term.
- All meetings will commence at 6pm and will finish no later than 9:00pm. Dinner will be provided.
- A majority of members is required to establish quorum.
- Meetings are not open to the public, although guests can be invited pending approval by the Chair.
- Where appropriate, meetings will also include Council staff who have significant responsibility for policy, planning and/or service delivery related to the portfolio.
- Special meetings of the Committee can be called by the Chair as required, although a minimum of seven (7) days' notice must be provided to all members.
- Administrative support for the Committee will be provided by Council, under the direction of the sponsoring Director/Manager.
- The Committee may establish Working Groups that consist of some of its members, Council staff and individuals engaged for specific purposes to progress specific areas of work for defined periods of time.
- Meetings of the Committee will be conducted through a combination of formal meetings and electronic media; not all consultation activities will require members to be physically present.
- Notice and agenda of each meeting, including the minutes and an action sheet of the previous meeting, will be circulated at least seven (7) days in advance.
- The Councillor Portfolio Holder will meet with the sponsoring Director/Manager on a monthly basis in order to remain informed about the progress of the activities of the Committee and any other emerging issues.

**Reporting of Meetings**

The reporting of meetings will occur as follows;

- Following each meeting of the Committee, a written report will be provided to Council. These reports will be presented to an Ordinary Council Meeting, and briefly introduced by the Chair (i.e. the Councillor Portfolio Holder) during Delegates Reports.
- Reports will be provided to Council as soon as practicable, and after the Report has been approved by Committee.
- While the decision-making model to be followed will be a collaborative, consensus-based one, when there are important policy and other disagreements of the Committee, these will be accurately and transparently reported to Council.

**Confidentiality**

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.

**Reimbursement**

Section 75A of the Local Government Act allows for the reimbursement of expenses for members of Council committees and Council may reimburse members of Council committees for necessary out-of-pocket expenses incurred while performing duties as a Committee member.

Participation on the Committee is on an honorary basis, 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.

**Item 6.5.4 – List of individuals recommended for appointment to a Wyndham City Portfolio Committee**

| <b>Growth &amp; Transport</b> | <b>Cultural Diversity</b> | <b>Safer Communities</b> | <b>Family Friendly Cities**</b> | <b>Future Focused Economies</b> | <b>Learning City**</b> |
|-------------------------------|---------------------------|--------------------------|---------------------------------|---------------------------------|------------------------|
| Patrick Majewski              | James Hohepa Smith        | Trish Crossin            | Elspeth Neale                   | Mick O'Donnell                  | Ritesh Chugh           |
| Rosemary Lowe                 | Shemsiya Waritu           | Hodan Mohyadin           | James Mayen                     | Sam Shue                        | Sandra McKechnie       |
| Ian MacGowan                  | Suresh Ramachandraiah     | Emily Yuille             | Marianne Wangira                | Joseph Matina                   | Silva Wei              |
| Cameron Nash                  | Morwenna Petaia           | Jaiceli Kumar            | Kathryn Eberly                  | Carl Luttig                     | Prabhakar Agraja       |
| Troy Hixon                    | Khaled Ajaj               | James Hohepa Smith       | Helen Guest                     | Charmaine Ferabend              | Natascha Van Cleave    |
| Anita Davids                  | Jasmine Hill              |                          | Christine Dove                  | Darko Penjalov                  | Patricia Kitney        |
|                               |                           |                          | Andrew Kumar                    |                                 | Mark Stephenson        |

\*\*Additional community representatives selected due to fewer representatives from local agencies

| <b>Environment &amp; Sustainability</b> | <b>Smart City</b> | <b>Tourism &amp; Major Events</b> | <b>Sports Development</b> | <b>Arts, Culture &amp; Heritage</b> | <b>Urban Futures</b> |
|---|-------------------|-----------------------------------|---------------------------|-------------------------------------|----------------------|
| John Forrester                          | Adam Carey        | Satish Bairy                      | Robert Szatkowski         | Bill Strong                         | Des Dinama           |
| Kathryn Williams                        | Jan Dethlefs      | Aileen Cobern                     | John Frost                | Les Sanderson                       | Eldar Salkovic       |
| Bruce Boddington                        | Michael Dove      | Daya Jones                        | Nizam Nijamudeen          | David Gibilisco                     | Heather Chamberlain  |
| Kimberly Pellosis                       | Tania Barry       | Dinesh Gourisetty                 | Liza Kronk                | Caroline Esbenshade                 | Aline Mesquita Rocha |
| Andrea Fernandez                        | Senthill Sundaram | Jarred Parsons                    | Jason Kelly               | Will Francis                        | Anita Davids         |
| Charlie Buttigeg                        | Elena Cazacu      | Darren Hellman                    | Terry O'Donnell           | Alaine Beek                         |                      |