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# Greater Dandenong Sustainability Advisory Committee

## Terms of Reference – October 2019

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### 1. Basis of Formation

The Greater Dandenong Sustainability Advisory Committee (herein called the Committee) has been established by Council under clause 3 Section 3C (2) (a) of the Local Government Act (1989) and in accordance with the City of Greater Dandenong's Community Engagement Policy 2013 and Community Engagement Framework 2013.

The Committee has been established as a response to the recommendations identified in a Report endorsed by Council on 15 December 2015 and as a key community priority of the *Greater Dandenong Sustainability Strategy 2016-2030: Towards an Environmentally Sustainable City* endorsed by Council on 27<sup>th</sup> June 2016.

The Terms of Reference for the Committee should be read in conjunction with Council Guidelines for Community Reference Groups and Advisory Committees.

### 2 Background

The City of Greater Dandenong formerly adopted the Greater Dandenong 2016-30 Sustainability Strategy at the Ordinary Council meeting on 27 June 2016. The Strategy establishes a clear vision for the City of Greater Dandenong.

**Vision – By 2030 the City of Greater Dandenong is one of the most sustainable cities in Australia.**

The Strategy contains 10 Themes each with a supporting Goal. Within each Theme there are a range of corporate and community objectives (and targets) that relate to key operational areas, as well as broader municipal issues. The Strategy also established a strategic framework that will help Council integrate sustainability across the organisation and throughout the municipality.

The establishment of a community focused Sustainability Advisory Committee was identified as a Key Community Priority within the 2016-30 Sustainability Strategy.

To support the City of Greater Dandenong make this vision a reality there are 10 Themes in the Sustainability Strategy and its Annual Sustainability Report – they include:

- Biodiversity and Open Space
- Waste and Resources
- Climate and Energy
- Water and Stormwater
- Transport and Movement
- Buildings and Places
- Local and Sustainable Food
- Environmental Pollution
- Local Community and Culture
- Local Economy and Business

Each of the 10 Themes addresses the following:

<b>Goal</b>	What we want the City of Greater Dandenong to become
<b>Corporate Objective</b>	What we want to achieve to demonstrate Council's leadership

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<b>Community Objective</b>	What we want to empower the Community to achieve
<b>Targets</b>	What performance targets we aspire to achieve

The Annual Sustainability Report helps Council track its progress against the goals and objectives established in the 2016-30 Sustainability Strategy. The Annual Sustainability Report is presented to Council for endorsement in September each year.

### 3 Role and Purpose

The Committee has been established to assist Council in the implementation of the community key priorities and community objectives in the Greater Dandenong Sustainability Strategy 2016-2030, and help identify future key community priorities and objectives.

### 4 Objectives

The objectives of the Committee include:

- Champion, advocate and promote sustainability throughout the City of Greater Dandenong, as well as the sustainability achievements of Council and the broader community.
- Provide Council with input, guidance and support on sustainability and environmental matters relevant to the local community within the City of Greater Dandenong
- Provide Council with input, guidance and support on the implementation of the key priorities and objectives in the 2016-30 Greater Dandenong Sustainability Strategy and associated strategies, policies and action plans, and
- Provide Council with input, guidance and support in respect to communication, engagement and consultation by Council with the local community on relevant sustainability matters

### 5 Members

Membership of the Committee will consist of (but is not limited to):

- Up to two Councillors (appointed as part of the annual statutory process)
- At least two Council Officers (including at least one Director or Senior Manager)
- Eight (8) Community Representatives (elected representatives of government are not eligible)

Non-members may be invited to attend Committee meetings to present or provide specialist advice. Other officers may attend to provide administrative support.

Membership of the Committee is voluntary, and all members must be over 18 years of age. Young people aged 18-25 years old will be encouraged to participate.

#### 5.1 Responsibility of Members

Specific responsibilities of members of the Committee will be:

- To attend meetings of the Committee on a regular basis;
- To represent the interests and views of the local community rather than individual interests;
- To champion, advocate and promote sustainability and specifically the Sustainability Strategy and work of the committee,
- To promote strategic partnerships in the sustainability sector, and

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- To provide input, guidance and support to Council on relevant sustainability and environmental matters.

## 5.2 Term of Appointment

During the establishment to ensure future continuity of the Committee, half of the members were appointed for an initial term of two (2) years, and the other half of the member were appointed for an initial term of three (3) years. This ensures a staggered approach to the appointment and reappointment of Committee Members, thus ensuring the continuity of the Committee.

From the end of the second year of the Committee onwards, members will be appointed for a term of three (3) years. A re-appointment process will be conducted in accordance with the selection process outlined in these Terms of Reference.

This term will be subject to a review on the function of the Committee that will be conducted on an annual basis.

## 5.3 Termination

A Committee member may resign from the Committee at any time by advising of their resignation in writing. Council may appoint a Community Representative to fill the vacancy for the rest of that term. The replacement Community Representative who fills the vacancy must be identified from the list of applicants who have responded to the last 'Expression of Interest' for the Committee.

If a member is absent for two or more consecutive meetings that position will be declared vacant and the member notified.

The City of Greater Dandenong may terminate a Committee member's term if they have been found to breach confidentiality rules or be found to have a non-disclosed conflict of interest.

## 6 Selection

### 6.1 Selection Process

Candidates for the Committee will be sought by public advertisement via local media and the Council's website and social media, as well as from relevant networks or by direct invitation. To be eligible candidates must complete an application form and submit it before the due date.

A Councillor Representative(s) will be nominated as part of the annual statutory delegation process.

### 6.2 Selection Criteria

Candidates for must be able to demonstrate:

- Contacts, networks and links within the government, academic, business and/or community sectors;
- Either reside, volunteer, work or do business in Greater Dandenong;
- An understanding of local and global environmental, social and economic sustainability issues;
- An understanding and commitment to the key community priorities and community objectives in Council's 2016-30 Sustainability Strategy;
- A willingness to contribute positively to meetings in a fair and unbiased manner;
- An ability to look beyond personal interests for the benefit of the community;
- A commitment to actively support the work of the Committee;
- A capacity to commit to the Committee for the required duration, and

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- Endorsement by their own organisation (if applicable).

## 6.3 Selection Panel

Appointment of members to the Committee will be managed by an assessment process. All candidates will be assessed against the selection criteria for consideration by the selection panel.

The selection panel will comprise:

- Director of Engineering Services
- Coordinator of Economic Development,
- Team Leader of Risk Management, and
- Coordinator of Strategic, Design and Sustainability.

A recommendation about the membership of the Committee will be prepared for the endorsement of Council. It is noted that once the Committee has been appointed, this selection panel will be disbanded.

A member of the Committee is free to resign at any time. Should vacancies arise, due to resignation or inability to attend the minimum number of meetings, during the life of this Committee, these shall be addressed through the re-formation of the Selection Panel and the Selection Process.

The term for any member appointed part way through the life of Committee shall expire in line with the other members of the Committee.

## 7 Working Groups

### 7.1 Establishment of a Working Group

Working Groups may be developed to provide focused input and / or implement specific actions and objectives as identified by the Committee. Each Working Group will be established at the discretion of the Committee.

The establishment of each Working Group and the scope of its remit will be put forward in writing to the Senior Council Officer for acceptance or rejection.

### 7.2 Term of Working Group

The establishment of Working Groups will be conducted under specific objectives and / or expected outcomes and / or timelines, which will be determined by the Committee.

When a specific outcome or timeframe is not identified for a working group, it's continued relevance will be subject to annual review. The Committee will determine the role and responsibility of each Working Group, retaining the authority to conclude each Working Group at its discretion or upon the achievement of its objectives.

Working groups should aim to meet between each Advisory Committee meeting.

### 7.3 Membership of Working Group

While Working Group membership may be open to individuals who are not members of the Committee, the Chair of any Working Group must be a member of the Committee and will report on the progress of the group back to the Committee. An individual appointed to a Working Group has no formal status associated with the Committee or Council.

### 7.4 Confidentiality for Working Group

Working Group members may not make any public comment in their role as a Working Group member about any matters that would bring the Committee and / or the Working Group, as well as its activities into

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disrepute. Information discussed, received, used or created by the Working Group is confidential, unless Council resolves otherwise.

Working Group members must sign the 'Code of Conduct' and may not disclose, discuss or make public confidential information. Working Group members must not record, retain or reproduce confidential information; or permit any person, who is not a Committee or Working Group member, to view, read and record confidential information.

## **7.5 Appointment to a Working Group**

Appointment of members to each Working Group will be managed by a review process. All candidates will be reviewed for consideration by a selection panel made up of representatives from the Sustainability Advisory Committee.

The selection panel will comprise (at least but not limited to):

- One Council Officer,
- One Community Representative; And
- Where possible one Councillor.

A recommendation about the membership of each Working Group will be prepared for acceptance or rejection by the Senior Council Officer on the Committee.

A member of each Working Group is free to resign at any time. Should vacancies arise during the life of each Working Group, the Chair of the Working Group shall determine whether or not the vacancy needs to be filled. In the event that a vacancy needs to be filled, the Selection Panel shall be re-formed, and the appointment process re-commenced.

## **8 Meeting Procedures**

### **8.1 Meeting Frequency**

The Committee will meet at least five (5) times per year. A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled or re-scheduled.

Meetings will be held on the first Wednesday of the selected month and may be held for up to two hours but will usually be 1.5 hours in duration.

Time commitments between meetings will be at least an additional two hours.

### **8.2 Chairperson**

The Chairperson is responsible for the conduct of meetings, ensuring all voices and views are heard and that procedures are consistent with the Terms of Reference.

The Chairperson shall be one of the community representatives and be determined by a vote or consensus from the Committee. The term of the chair is aligned with the term of the Committee

The Chairperson and a Deputy will be selected from the Committee. This is subject to the annual review process conducted by Council in conjunction with the Committee.

### **8.3 Agenda and Minutes**

All meetings will have an agenda with minutes that records attendees, apologies, outcomes and outstanding actions.

The Council Officers will oversee the preparation of the agenda in consultation with the Chairperson with input sought from the committee where possible.

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Council Officers will provide program and administrative support to the Committee and will ensure the timely preparation and distribution of agendas and minutes.

Minutes of the Committee meetings will be reported regularly to Council by way of inclusion in the agenda of an Ordinary Council Meeting. Council Officers will provide the necessary administrative and governance support in this regard.

## **8.4 Conflict of Interest**

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed.

## **8.5 Conflict of Interest and Code of Conduct Breaches**

- The City of Greater Dandenong may terminate a Committee member's term for breaching the conflict of interest rules or code of conduct rules

## **9 Reporting**

In accordance with Council's statutory reporting, an annual report on the Committee will be submitted to Council as a section within the Annual Sustainability Report.

The Terms of Reference will be reviewed and approved by the Committee during its first meeting. During this meeting there is an opportunity to make minor amendments to the Terms of Reference, before a Council Report is prepared seeking formal adoption of the Terms of Reference by Council.

At the end of each term the Terms of Reference will be reviewed by the Council as part of its annual reporting process.

## **10 Limitations of Authority**

The Committee has no authority to:

- Provide formal policy advice or recommendations to Council
- Expend moneys on behalf of Council;
- Commit Council to any arrangement;
- Consider any matter outside its specific reference; and/or
- Direct Council officers in the performance of their duties.

## **11 Publicity**

Committee members must not make any public comment in their role as a Committee member on behalf of the Committee and / or Council about any matters that would bring the Committee or its activities into disrepute.

## **12 Confidentiality**

Information discussed, received, used or created by the Committee is confidential, unless Council resolves otherwise.

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## 12.1 Non-Disclosure

- A Committee member must not disclose, discuss or make public confidential information.
- All Members must sign and abide by the 'Code of Conduct'.

## 12.2 Restriction of Use

- A Committee member must not in any way record, retain, or reproduce confidential information.
- A Committee member must not permit any person who is not a member of the Committee to view, read, and make notes of or in any way record confidential information.

## 12.3 Breach of Confidentiality

- Council may terminate a Committee member's term for breaching the confidentiality rules.

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## Attachment 1: Code of Conduct for the Greater Dandenong Sustainability Advisory Committee (and associated Working Groups)

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I agree to:

- attend Committee and / or Working Group meetings and provide apologies in advance where attendance is not possible;
- act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of its activities;
- seek at all times to obtain and represent the views of the broader community;
- respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate;
- contribute in a positive way to finding solutions to issues or concerns;
- at all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care;
- represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group;
- notify Council of any potential conflict of interest that may arise with respect to my participation on the Committee and / or Working Groups;
- allow Council to promote my participation in the Committee and / or Working Group in order to facilitate community feedback and participation;
- not disseminate confidential information that is discussed at Committee and / or Working Group meetings as advised by the Committee chair; and
- not make any media comment on behalf of the Committee and / or Working Group in relation to its activities unless approved by the Committee Chairperson and the appointed Senior Council Officer on the Committee.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Committee / Working Group: \_\_\_\_\_