



## POSITION DESCRIPTION

### REPRESENTATIVE

#### GOULBURN VALLEY LOCAL GOVERNMENT WASTE FORUM

##### POSITION DETAILS

Title:	Representative - Goulburn Valley Local Government Waste Forum (Forum)
Classification:	Advisory Body
Establishing Act:	<i>Environment Protection Act 1970</i>
Tenure:	Oct 2016- Oct 2020*
Remuneration:	Subject to nominating council reimbursement policy
Further information:	Executive Officer, Nick Nagle
Phone:	(03) 58221 300
Reports to:	Member Councils, Goulburn Valley Waste and Resource Recovery Board.

*\*Subject to change. Member Council can notify changes to their representation annually or at any time.*

*Additional information about the Forum or Goulburn Valley Waste and Resource Recovery Group can be obtained from our website at [www.gvwrrg.vic.gov.au](http://www.gvwrrg.vic.gov.au) or by contacting the Executive Officer Nick Nagle on 0358221300 or [nick.nagle@gvwrrg.vic.gov.au](mailto:nick.nagle@gvwrrg.vic.gov.au)*

## 1. CONTEXT

Goulburn Valley Waste and Resource Recovery Group (GVWRRG)

The GVWRRG was established under the *Environment Protection Act 1970* (EP Act) in 2014 to deliver waste and resource recovery planning, procurement, education and project functions in the Goulburn Valley waste and resource recovery region.

The establishment of the Waste and Resource Recovery Groups (WRRGs) has targeted the following deliverables:

- development of Regional Waste and Resource Recovery Implementation Plans including landfill and resource recovery infrastructure schedules;
- facilitation of joint procurement of infrastructure and services in partnership with local governments;
- education in accordance with the state's education approach; and
- projects as funded by Sustainability Victoria, councils and other organisations.

In seeking to achieve its objectives, a WRRG must collaborate with councils, Sustainability Victoria, the Environment Protection Authority, industry, business and the community.

The Local Government Waste Forum (Forum)

The EP Act also establishes a Forum for each waste and resource recovery region.

The Local Government entities that comprise the Goulburn Valley Waste and Resource Recovery Region (members) are:

- Greater Shepparton City Council
- Moira Shire Council
- Mitchell Shire Council
- Murrindindi Shire Council
- Strathbogie Shire Council
- Campaspe Shire Council

Forums are advisory bodies established under the EP Act. They have specific functions under section 49B(3) and must develop their own procedures under section 49B(4) for nominating persons to be appointed as directors of WRRG Boards.

The EP Act does not specifically describe the forums as a local government or a state government construct. A Forum's membership is comprised of local council representatives (local government); it is supported in carrying out its functions by the WRRG (a state government entity). The EP Act states that the Forum is to consist of the representatives of the councils in the region. It states that each council may nominate a Representative to the Forum.

### **WRRG Board nominations**

Local Government elections bring about the need for new Forum Representatives to be determined and subsequent governance and inductions to be undertaken.

The first task of the new Forum is, under section 49B(4) of the EP Act, to recommend four people for appointment as directors of the region's WRRG Board from nominations received from member councils. There is no requirement in the EP Act for the forum to nominate either

forum members or local councilors to the WRRG Board. (Similarly there is no requirement for forum members to be local councilors.)

The Hon Lily D'Ambrosio - Minister for Energy, Environment and Climate Change is seeking these nominees (4) from the re-established Forum with a view to the next GVWRRG board appointments commencing 1 May 2017.

## **1.1 Purpose**

The EP Act states that the functions of the Forum are to:

- select the 4 persons who are to be recommended as directors of the WRRG Board for the purposes of section 49K(2)(a) of the EP Act;
- if there is a vacancy in the office of a board director nominated under section 49K(2)(a), to nominate a person to fill that vacancy;
- advise the Board of directors of the WRRG on matters and issues affecting the role of councils in waste management and resource recovery;
- act as a conduit for consultation between the WRRG and the councils in the waste and resource recovery region of that group.

The EP Act requires the Forum to develop procedures for the above functions. To this end, Operating Guidelines (rules) have been developed for the Forum.

## **1.2 Aims**

To complement its statutory functions, the forum aims:

- To develop local governments' capacity to deliver effective, efficient and sustainable waste and resource recovery planning and management across the Goulburn Valley Waste and Resource Recovery Region;
- To engage with industry, government and community stakeholders to improve waste and resource recovery management and planning; and
- To assist the GVWRRG Board to engage councils across their region in the planning and management of waste.

### **1.3 Commitment Required**

Specific meeting times and locations are determined by the Forum in consideration of availability of Representatives and the workload of the Forum from time to time.

From the inception of Forum (Aug 2014) until the current time, throughout the development of the Goulburn Valley Waste and Resource Recovery Implementation Plan (GV implementation plan), the Forum has met quarterly and is required to meet at least twice a year.

In addition to scheduled meetings, the Forum may have additional activities for specific purposes which may add to the overall commitment required of a Representative:

- Site visits and technical tours; and
- Specific working groups as required from time to time.

As a general rule, meetings are conducted in Shepparton. Meetings will seldom occur at other locations within the region or other parts of the state (mostly Melbourne).

Overnight stays to facilitate attendance at meeting and conferences within and outside of the region may be required from time to time.

Further information on the specific duties and expectations of the Forum Chairperson are contained within Appendix A.

In the instance that the Forum Representative is to play the dual role as GVWRRG Board Director, consideration is to be given to the accumulated time commitment that this would create and the resultant pressures on availability, travel etc.

### **1.4 Expectations**

- Forum Representatives are expected to communicate the activities and actions of the Forum back to their Council;
- Forum Representatives are expected to inform the Forum of issues and activities of their Council that contribute to the development of the Goulburn Valley Waste and Resource Recovery Region's waste management and resource recovery arrangements, via meetings of the Forum, any working groups of the Forum or the secretariat;
- Local government is expected to raise waste management and resource recovery issues through the Forum in the first instance. The GVWRRG Board will be expected to support this approach by referring approaches to the Forum when appropriate; and
- Minutes from each Forum meeting shall be provided to all member councils. The secretariat will ensure all agendas and minutes are circulated to a designated contact within each member council for councillor distribution.

### **1.5 Advocacy**

In the next Council term, the Forum will be pivotal in advocating on issues that may become limiting factors in the delivery of the agreed vision for waste and resource recovery, outlined in the GV implementation plan.

In general terms the scope of issues pertinent to Forums falls into strategic policy and operational/technical.

A critical element of the achievement of Forum and Board objectives is the resourcing for Councils and WRRGs via the availability of recurrent funding and grants that are funded through the landfill levy.

With an as yet unfunded 10yr GV implementation plan soon to be formally submitted, advocacy for co-investment by Government in key regional projects in the Goulburn Valley will be a priority.

## 2. SELECTION AND APPOINTMENT PROCESS

### 2.1 Appointment process

Each member council shall nominate a Councillor or staff member or community member as their Representative to the Forum. If a representative is unable to attend a Forum meeting they may nominate their Advisory Member as proxy.

A Council's Representative and any Advisory Member to the Forum shall be confirmed at the member Council's Statutory meeting, then notified in writing to the GVWRRG as soon as possible, and at the latest within one month.

A Council may change its Representative and Advisory Member to the Forum at any stage by letter from the Councils Director or Manager to the Chair of the Forum.

### 2.2 Selection process

#### Representatives:

- Given the Forum's purpose, skills in advocacy and communication would be highly regarded as would knowledge of local government processes and the waste management sector. Whilst no specific criteria exist for requisite skills and experience, general competencies that would be considered favourable include:
  - Business judgement;
  - Understanding of general management 'best practices' and their application in complex, rapidly evolving organisational environment;
  - Leadership;
  - Strategy and vision;
  - Risk management and crisis response;
  - Industry knowledge and networks; and
  - Basic financial literacy.

In the instance that the Forum Representative is to play the dual role as GVWRRG Board nominee as well, it is important to bear in mind that specific skill areas are required to be demonstrated by the GVWRRG Board as detailed in the *Environment Protection and Sustainability Victoria Amendment Bill 2014* (specifically, Part 2, 49K2bii). For more information on this please consult the GVWRRG Board Director Position Description).

#### Nomination of Representatives to the Board of Directors:

The board appointment and election processes are set out in the:

- a. *Environmental Protection Act 1970*
  - b. Operating Guidelines of the Goulburn Valley Local Government Waste Forum
  - c. Procedures for Election of Representatives to the Board of Directors
- Councils have full discretion on their nomination to the Board.
  - After the election result is finalised, police and probity checks are required before the Minister can make appointments. These will be conducted by DELWP at no cost to nominees.
  - Nominees will be required to provide a completed national police check application and consent form (including certified copies of 100 points of identification), a diversity information and privacy consent form, and a current CV to DELWP immediately upon their election as a nominee by the Waste Forum.

### **3. OTHER RELEVANT INFORMATION**

#### **3.1 Remuneration and reimbursement of Representatives**

Forum members attend the Forum as a representative of their council and therefore it is only appropriate that they seek reimbursement from their local council for performing this role.

#### **3.2 What the Forum offers you**

GVWRRG acts as the secretariat and will play a key role in delivering a subject matter induction and support the governance and policy induction after appointment.

Professional development will be made available for Forum members according to specific needs that are assessed as being necessary on at least an annual basis.

The work of the Forum will involve briefings from experts in the waste and resource recovery field, occasional site visits and technical tours.

#### **3.3 Relationship with Advisory Member**

Representatives will be assisted in performing their role through the cooperation with their nominating Council's Advisory member.

It is expected that details of strategic policy, technical and operational issues of importance to that Council would be communicated to the representative out of session and that an effective partnership would be demonstrated at Forum meetings.

#### **3.4 Performance Assessment**

The Forum will undertake an assessment of its performance on at least an annual basis similar in nature to the GVWRRG Board according to the principles contained within the Board *Performance Assessment* policy.

#### **3.5 Valuing Diversity**

The Forum values diversity. We aim to foster an inclusive and an Equal Opportunity culture. We welcome representatives with cultural and linguistically diverse backgrounds, Indigenous Australians, women, people with a disability, elder workers and youth.

#### **3.6 Reporting to Council**

The secretariat will make available a meeting summary to assist the representative report back to the respective councils on the activity of the Forum.

Representatives are expected to be an effective agent of communication between the Council and the Forum and vice versa.

#### **3.7 Conflicts of Interest/Duty**

In the instance where the Forum Representative and Board member are the same person, there is a need to exercise care to minimize conflicts of interest and remove any confusion about which 'hat' a forum member is wearing when he or she attends a forum meeting (and vice versa). However, this does not mean that a conflict of interest cannot be effectively managed by WRRG board directors who are also members of the forum under current

arrangements. Actual and perceived conflicts of interest and conflicts of duty can be managed through ensuring adherence to good public sector governance practice.

A critical aspect of management of conflicts of interest or duty is to remember that the organisation to which a person is serving at the time is the one to which a duty is owed.

### **3.8 Gender Equality**

Department of Environment Land Water and Planning is working to influence workplace gender equality as part of an initiative of the Victorian Equal Opportunity and Human Rights Commission.

Whilst it is recognized that there may be limited ability for the Council and the group to influence gender equity in Forum composition, it is nonetheless a clear and persistent priority of Government and one that needs to be considered through the recruitment process of Councils. Failure to nominate suitably gender diverse Forums and resultant GVWRRG Boards may result in delays in Ministerial approval of boards.

## **APPENDIX A**

### **1.1 The Role of Chairperson of the Forum**

The Forum shall nominate one of its Representatives as Chairperson of the Forum on an annual basis. The Chairperson shall convene meetings of the Forum and set the agenda in consultation with Forum Representatives.

In the absence of the Chairperson (and the Deputy Chairperson should one be elected), Representatives present at the Meeting will choose a Representative to Chair that particular Meeting.

The role requires a balance of numerous personal traits including tact, diplomacy, the ability to reconcile opposing views and the power to influence.

The Chairperson of the Forum has a key role in:

- ensuring the effective functioning of the Forum as a collective decision-maker;
- preparing agendas for meeting in consultation with the secretariat
- lead an evaluation process that monitors the performance and effectiveness of the forum.
- providing leadership to the Forum; and
- acting as a key spokesperson and relationship-builder for between the Forum and other stakeholders.

### **1.2 The Role of the Chairperson at Forum meetings**

The role of the Chairperson in relation to Forum meetings is to ensure that meetings are conducted and decisions are made in accordance with its legislative objectives.

This includes ensuring that:

- meeting agendas and the Forum annual meeting schedule will enable the annual work program and other issues that arise to be dealt with in a timely and effective manner;
- at the start of each Forum, Representatives declare any conflicts of interest in relation to any item on the agenda;
- Representatives and Advisory Members treat one another with respect and courtesy;
- all Forum members participate actively and constructively in each decision; and
- Forum meetings run in an effective and timely manner.

Overall, the Chairperson will balance the need to ensure that all members have a fair opportunity to express their views and ask questions with the need to progress the meeting in a timely manner, taking into account the nature, complexity, and importance of the issue being discussed and decided upon, and other relevant circumstances.

As a regional entity, the Chairperson will have required to be cognisant of the issues impacting the wider region and to be available for additional meetings with internal (council) and external stakeholders.

The Chairperson's ability to be a strong advocate and to lead advocacy efforts of member councils in regards to waste issues will be well regarded.

Representatives will assist the Chairperson in ensuring that Forum meetings and decisions occur in accordance with the standards expected of a Forum.



### **1.3 Leadership**

The leadership role of the Chairperson includes:

- developing the Forum as an effective team;
- assisting Representatives to understand their role, accountabilities, and responsibilities and those of key stakeholders;
- welcoming new members and ensuring that there is a suitable induction program for new members;
- ensuring that all Representatives have opportunities to further develop knowledge/skills relevant to their role;
- informing Members about developments in government policy and priorities;
- arranging adequate support for members;
- ensuring that an assessment of the performance of the Forum occurs annually; and
- if a dispute arises between members, actively managing its resolution in a manner consistent with the GVWRRG Dispute Resolution Policy and Procedures.

### **1.4 Key relationships**

The Chairperson acts as a spokesperson and key relationship-builder for the Forum, including:

- establishing a constructive working relationship with the Board. The Chairperson is to be the main conduit and key liaison between the Forum and Board;
- informing GVWRRG about significant issues and events affecting member councils;
- ensuring regular reporting by the Forum to the Board;
- representing the Forum to external parties as an official spokesperson; and
- ensuring that a good working relationship exists between the Forum and other stakeholders such as Sustainability Victoria and the Environment Protection Authority.

## APPENDIX B

### Example Relationship and roles of individuals and entities within the Waste and Resource Recovery Framework

