

12.2 APPOINTMENT OF COUNCIL MEMBERS AND COMMUNITY REPRESENTATIVES TO ADVISORY GROUPS

- Attachments:**
1. **DRAFT Sustainability & Transport Advisory Group Terms of Reference**
 2. **Sustainability and Transport Advisory Group nominations - November 2023 - Confidential**

RECOMMENDATION:**That Council:**

1. **APPROVES** the Terms of Reference for the Sustainability and Transport Advisory Group, as at Attachment 1; and

- 1.1 **APPOINTS** the following Council Members as Council's representatives Sustainability and Transport Advisory Group for a term expiring on 18 October 2025;

Members:

1. **Cr La Fontaine;**
2. **Cr Wallace**

and the Chair of the Advisory Group will be Cr _____; and

- 1.2 **APPOINTS** the following community members to the Sustainability and Transport Advisory Group, as detailed in Confidential Attachment 2;

1. **Applicant 1;**
2. **Applicant 2;**
3. **Applicant 3;**
4. **Applicant 4;**
5. **Applicant 5;**
6. **Applicant 6;**

PURPOSE OF REPORT:

To appoint Council Members and community representatives to the Sustainability and Transport Advisory Group (STAG).

BACKGROUND:

Council [Policy Advisory Groups](#) provides that:

- 1.3 *Advisory Groups will operate in accordance with the Terms of Reference approved by Council which provide:*
 - a) *A clear statement of objective and the scope of activity to be undertaken;*
 - b) *Membership/stakeholder representation;*
 - c) *The operational and administrative framework by which activities are to occur.*

Nominations were invited in the following ways:

- on the City's website and social media pages; and
- direct correspondence to previous members and members of relevant community groups.

DETAILS:**Sustainability and Transport Advisory Group (STAG)**

Nominations were sought for a Sustainability and Transport Advisory Group between September and October 2023 with the following nomination criteria:

- protecting and enhancing the natural and built environment
- facilitating safe and efficient modes of transport
- improving awareness of the rights of vulnerable road users
- encouraging responsible driving and riding.

Since releasing the EOI for the STAG we have commenced a preliminary investigation of the [Sustainable Environment Strategy 2019-2024](#) (SES) as it approaches review and update in 2024.

The SES focusses on environmental sustainability however sustainability is defined by the United Nations as, 'meeting the needs of the present without compromising the ability of future generations to meet their own needs'.

In order to embed sustainability in day-to-day operations and remove ambiguity of what the SES does and does not apply to, it is proposed that the City re-locate the targets of the SES into each relevant Council Priority Strategy and create a new Enhanced Environment Strategy.

Administration recommends appointment of the nominators with particular interest in Sustainability to:

- inform the re-location of targets to the relevant Council Priority Strategy; and
- for the preparation of the Enhanced Environment Strategy.

The STAG would not be involved in advising on neighbourhood traffic and road safety issues. The City is focused on the implementation phase of the Accessible City Strategy 2020-2030. We are also working through a long backlog of identified traffic safety issues and blackspot projects.

The STAG would only consider transport issues from the perspective of achieving our environmental targets already approved by Council in the Accessible City Strategy (e.g. the transition to EVs). The STAG would be engaged on the review and update process of the Accessible City Strategy 2020-2030 when we get closer to its next review date in 2025.

The City received nominations included as **Attachment 2** and we recommend six members (four female, two male) with qualifications, skills and expertise in the environment and sustainability be appointed to the group.

Reconciliation Action Plan Working Group (RAPWG)

In accordance with the City's [Advisory Group Policy](#), a review of the operation of the RAPWG has been conducted.

The City acknowledges the valuable contribution the RAPWG has made over the years with regards to the development of our Reconciliation Action Plans as well as providing more general guidance and direction about Aboriginal and Torres Strait Islander peoples traditions, languages and culture.

Throughout the City's Reconciliation journey and through the delivery of our previous RAPs, the City has strengthened its relationship with our Noongar Elders resulting in the establishment of the City's Boordiya Reference Group.

The Boordiya Reference Group meet a minimum of five times per year with the Mayor and CEO in attendance. The group provide advice to the City on matters of importance to the local Aboriginal and Torres Strait Islander community.

We maintain our commitment to continued consultation with our Elders for guidance and advice on cultural, heritage, social and environmental strategies within the City of Vincent. The Elders also continue to oversee the implementation of our RAPs.

With this in mind, we will be meeting with the former RAP working group members in the coming months to review the future of the group.

Children and Young People Advisory Group (CYPAG)

The Children & Young People Advisory Group (CYPAG) was established in October 2013 to act in an advisory capacity to identify, advocate for and explore ways of addressing the issues and needs of children and young people (up to 25 years of age) in the City.

In 2020, [Vincent's Youth Action Plan](#) (YAP) was developed. The plan was informed by extensive community consultation with young people, interested community members, local youth organisations and service providers.

The YAP was reviewed in 2022 when the City engaged the Youth Affairs Council of WA (YACWA) to assist with the development and delivery of a youth-led consultation model where we heard from over 400 young people, parents and service providers.

Nominations were invited for community representatives to become a member of CYPAG. Despite both mass and targeted promotion, including direct contact with qualified representatives from youth organisations, P&C's and active members of the community, only three nominations were received, with two being from the same organisation.

The Youth Action Plan provides a clear direction for the delivery of relevant and meaningful services and support for Vincent's youth. The robust consultation process and periodic review of the plan ensures that it reflects the aspirations and requirements of our youth, ensuring we are delivering the services, programs and events that they have asked us to deliver.

As part of the delivery of the YAP and the broader young people and children portfolio, the City's Community Development team actively participates on a variety of committees, advisory groups, and network panels specific to youth services including the Youth at Risk Network (YARN) and the YMCA's Youth Squad.

It is therefore proposed that we defer the convening of CYPAG until development commences on the next Youth Action Plan in 2026/7.

In the interim, the Community Development team will continue to develop and strengthen our relationships with youth service providers and stakeholders to gain a deeper understanding of the needs and priorities of our young people so that we can continue to clearly identify the key focus areas, current gaps, and actions to address these.

CONSULTATION/ADVERTISING:

Nominations closed 5:00pm on 9 October 2023. Administration undertook an assessment of the nominations in terms of the relevant skills and experience of each applicant. The assessment and recommendations are attached at **Confidential Attachment 2**.

LEGAL/POLICY:

The membership requirements for the Advisory Groups is set out in clause 2.1 of the City's [Policy Advisory Groups](#).

RISK MANAGEMENT IMPLICATIONS:

Low/Medium: There is low risk in the City appointing new Elected Members and community representatives to the City's advisory groups.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATION

The proposed Sustainability and Transport Advisory Group's role would be to provide guidance and advice on sustainability initiatives and relevant plans and strategies including the Strategic Community Plan, Sustainable Environment Strategy and Integrated Transport Strategy.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil. Advisory Groups are not paid.

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP



Terms of Reference

1. OBJECTIVE

The objectives of the Sustainability and Transport Advisory Group (the Advisory Group) are to:

- Facilitate Council Member, stakeholder and/or community input and involvement in the development of the Enhanced Environment Strategy (EES).
- Provide advice and make consensus recommendations to the City relating to the development of the EES.
- Support the City in the development of the EES.

2 MEMBERSHIP

Membership of the Advisory Group shall comprise the following persons as determined by Council:

2.1 Up to four (4) Council Members

2.2 Up to ten (10) Community and Stakeholder Representatives

Up to five (5) Stakeholder Representatives from any one or more of the following backgrounds/categories:

- Demonstrated specialist knowledge, skills, qualifications and/or understanding of sustainability.

2.3 City Officers

The appropriate Executive Director, Manager and/or Officer(s) as determined by the Chief Executive Officer.

3. TERM OF MEMBERS

- 3.1 The term of membership of the Advisory Group shall be for a for a period of approximately one (1) year. Membership will expire upon adoption of the EES by council.

4. MEMBER ROLES AND RESPONSIBILITIES

- 4.1 The appropriate Executive Director or delegated Senior City Officer shall be the **Presiding Member** of the Advisory Group meetings, for the purpose of the administration and coordination of the meeting.

- 4.2 The Presiding Member is responsible for:

- The administration of the Advisory Group and meetings;
- Inducting members and providing an initial briefing on the role, responsibility and operation of the Advisory Group;
- Setting and communicating the meeting agendas;
- Recording member comments on each agenda item and providing a summary at end of each item discussion;
- Circulating draft minutes of meetings to the Chairperson to ratify;
- Circulating final minutes of the meeting to the members;
- Ensuring the Advisory Group operates in accordance with [Advisory Group Policy](#) and [Code of Conduct](#) at all times; and
- Closing out the Advisory Group once the Objective has been met.

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Terms of Reference



- 4.3 A Council Member (where possible) on the Advisory Group shall be appointed as **Chairperson** by the Council. Otherwise a Senior City Officer will assume the role.
- 4.4 The Chairperson is responsible for:
- Attending and chairing all meetings.
 - Lead the meeting in accordance with the meeting agenda.
 - Facilitate engaged participation and collaborative discussion of each agenda item by all members.
 - Review and ratify the draft meeting minutes.
- 4.5 Advisory Group **Members** shall be appointed by Council and are responsible for:
- Attending all meetings;
 - Participate and collaborate in agenda item discussions; and
 - Review previous meeting minutes ahead of each new meeting.

5. MEETING PROCEDURES

5.1 Meetings

- (a) The Advisory Group shall meet quarterly if there is sufficient agenda items. Additional meetings may be convened at the discretion of Presiding Member, in agreement with the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. These dates are to be included in the City's monthly [Events Calendar](#).

5.2 Quorum

A quorum shall be by simple majority plus one.

5.3 Agendas

- (a) The relevant Executive Director having responsibility for the Advisory Group will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes

- (a) The relevant Executive Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (b) Items considered at the meeting will not be voted upon. The Minutes will record actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they accurately reflect the consensus view.

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP



Terms of Reference

- (c) Minutes of the meeting will be prepared and distributed to members within five (5) working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. Minutes not requiring a Council decision will be included on the Information Bulletin. Reports will consider each proposal to ensure it is:
 - (i) Consistent with the City’s established strategic and operational planning and the objective for which the Advisory Group was established.
 - (ii) Within the City’s capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
 - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

OFFICE USE ONLY	
Responsible Officer	Please use title only
Initial Council Adoption	DD/MM/YYYY
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY