

**12.1 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO THE ADVISORY GROUPS POLICY**

- Attachments:**
1. **Advisory Groups Policy (clean copy)**
  2. **Policy 4.2.12 - Advisory Groups Policy (marked up)**

**RECOMMENDATION:**

**That Council APPROVES the amended Advisory Groups Policy at Attachment 1.**

**PURPOSE OF REPORT:**

To present the outcome of community consultation and seek approval of the amended Advisory Groups Policy at **Attachment 1**.

**BACKGROUND:**

Council at its meeting 9 February 2010 adopted Policy No. 4.2.12 – Advisory Groups (Policy). The adoption of this Policy formalised the City's position relating to its advisory groups.

The City's advisory groups fulfil an important role by providing advice to Council on a wide range of topics.

The role of an advisory group is to:

- facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- provide advice; and
- support to the City, regarding strategic, special interest and/or operational activities.

Following review of the policy Council its 22 August 2023 Meeting approved conducting community consultation on the amended Advisory Groups Policy.

**DETAILS:**

Section 5.8 of the *Local Government Act 1995* (Act) provides that a local government may establish committees of three or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Advisory groups are conducted in a more informal manner and are not intended to be committees established under the Act. There are no legislative or regulatory provisions governing the establishment or function of local government advisory groups.

The status of advisory groups is an informal meeting process that sits outside of the statutory decision-making structure of the Act.

A documented position is required to provide guidance to Council, Administration, and the community on the establishment and operation of its advisory groups.

Key changes to the policy include:

- Removal of procedural content.
- A new clause to enable membership, nomination processes and tenure of appointment, for each advisory group, to be set out in the respective Terms of Reference (ToR); and
- ToR template has been included to provide guidance to Groups.

**CONSULTATION/ADVERTISING:**

In accordance with the City's Community and Stakeholder Engagement Policy, community consultation was undertaken between 14 September 2023 and 9 October 2023, which is in excess of the 21 days required.

The policy was advertised on the City of Vincent website, social media and through the following public notices:

- Perth Voice – Thursday 14 September 2023;
- Vincent Reporter – Saturday 16 September 2023; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Existing advisory group members were also notified of the proposed amendments.

No public submissions were received.

**LEGAL/POLICY:**

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's Policy Development and Review Policy sets out the process for repealing and adopting policies.

**RISK MANAGEMENT IMPLICATIONS**

Low: Adopting the proposed amendment to the policy is low risk

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Connected and Healthy Community

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

Innovative and Accountable

*Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.*

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

# ADVISORY GROUPS POLICY



<b>Legislation / local law requirements</b>	Section 5.60A&B of the <i>Local Government Act 1995</i> .
<b>Relevant delegations</b>	Nil.
<b>Related policies, procedures and supporting documentation</b>	<a href="#">Local Government Operational Guidelines – Council Forums</a> . Advisory Group Terms of Reference - Template and Guide (Appendix A)

## PRELIMINARY

### INTRODUCTION

Under Section 5.8 of the *Local Government Act 1995*, the Council may establish Committees to assist the Council and to exercise the powers and discharge the duties of the Council that can be delegated to a Committee. Committees report to the Council and can be established for a particular purpose, with a completion date, or can be ongoing.

Advisory groups are a collection of people that meet to assist the City in making recommendations or forming views for the Administration to progress or to be recommended to Council. Advisory groups will not be delegated decision making ability, or to exercise the powers or discharge the duties of the Council.

### PURPOSE

The purpose of this policy is to establish strategic direction and principles guiding the establishment and operation of advisory groups within the City.

### OBJECTIVE

To provide guidance for the establishment and operation of the City’s Advisory Groups.

### SCOPE

This policy applies to all advisory groups established within the City, including those formed in collaboration with external stakeholders.

# ADVISORY GROUPS POLICY



## POLICY PROVISIONS

### DEFINITIONS

**Advisory Group** means and includes any group established by a resolution of Council pursuant to this policy.

**Conflict of Interest** means financial, proximity or impartiality interest.

**Financial Interest** has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

**Proximity Interest** has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

**Impartiality Interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

### POLICY

#### 1. Establishment

- 1.1 The Council may resolve to establish an Advisory Group to:
  - (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
  - (b) provide advice; and
  - (c) support to the City, in regard to strategic, special interest and/or operational activities.
- 1.2 Advisory Groups established pursuant to this Policy are not, and are not intended to be, Committees established under Section 5.8 of the *Local Government Act 1995*.
- 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.
- 1.4 Council may resolve to terminate any advisory group at any time.

#### 2. Membership

- 2.1 Membership, nomination processes and tenure of appointment for each advisory group is set out in the respective Terms of Reference
- 2.2 Membership may include; Councillors, City of Vincent staff, representatives of agencies and stakeholder organisations, and members of the community.

# ADVISORY GROUPS POLICY



- 2.3 The Advisory Group membership shall be appointed by Council and shall include a Chairperson appointed by the Council.
- 3. Extent of Authority**
- 3.1 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.
- 3.2 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.
- 4. Review**
- 4.1 Each group is responsible for drafting its own Terms of Reference which will be reviewed every two (2) years, or sooner if required.
- 4.2 Effectiveness of Advisory Groups will be reviewed against the objectives stated in the Terms of Reference, every two (2) years, or sooner if required.
- 5. Code of Conduct**
- 5.1 Community Advisory Group members will be requested to act in accordance with the [Code of Conduct for City of Vincent Employees and Contractors](#) .
- 6. Conflict of Interest**
- 6.1 All members must disclose any conflicts of interest, and extent of the conflict, in matters being considered at a meeting.
- 6.2 The disclosing member must leave the room while the meeting discusses the matter.
- 6.3 The meeting will determine if the member should:
- (a) not participate in that discussion;
  - (b) remain and participate in the discussion; or
  - (c) remain and not participate in the discussion.
- 6.4 The minutes or meeting notes must record the disclosure of interest, extent of the interest, and times the disclosing member left and returned to the meeting.
- 7. Insurances**
- 7.1 The City will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

# ADVISORY GROUPS POLICY



**8. Council Decision**

- 8.1 The City’s decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	09/02/2010
Previous Title	4.2.12 – Advisory Groups
Reviewed / Amended	14/06/2011 11/10/2011
Next Review Date	MM/YYYY



# ADVISORY GROUPS

## Terms of Reference Template (Appendix A)

*This template is intended as a guide only. Terms of Reference should be specific to the group and its individual needs. Advisory group terms of reference are to be approved by Council and are to be in accordance with the City's [Advisory Group Policy](#)*

### 1. OBJECTIVE *(This should be a clear statement of objective and scope of activities to be undertaken).*

The objectives of the Xxx Advisory Group (Advisory Group) are to:

- facilitate Council Member, stakeholder and/or community input and involvement opportunities in xxx
- provide advice and make recommendations to the City relating to xxx
- support to the City in regard to xxx

### 2 MEMBERSHIP

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

#### 2.1 Up to x Council Members

#### 2.2 Up to x Community/Stakeholder Representatives

Up to x representatives from any one or more of the following backgrounds/categories, as determined by Council:

- Demonstrated knowledge, skills, qualifications and/or understanding in xxx
- Active involvement in the area of xxx;
- xxx organisation(s) located within or providing services to xxx in the City of Vincent

#### 2.3 City Officers

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

*Note: Consultation to seek community and /or stakeholder representation should be undertaken in accordance with the [Community and Stakeholder Engagement Policy](#).*

### 3. TERM OF MEMBERS

3.1 The term of membership of the Advisory Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

*Note: Term of membership may otherwise be determined by Council*

### 4. ROLE OF CHAIRPERSON

4.1 The Advisory Group Chairperson is to be appointed by the Council.

4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. The Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.

# ADVISORY GROUPS



## Terms of Reference Template (Appendix A)

- 4.3 The Chairperson (in liaison with the most Senior City Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with [Advisory Group Policy](#) and [Code of Conduct](#) at all times.

### 5. MEETING PROCEDURES

#### 5.1 Meetings

- (a) Unless approved by Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet quarterly. Additional meetings may be convened at the discretion of 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 "Calendar of Events".)

#### 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/Meeting Notes

- (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/meeting notes of the Advisory Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. 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 are accurately reflected to the consensus view.
- (c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes/meeting notes 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/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:



# ADVISORY GROUPS



## Terms of Reference Template (Appendix A)

- (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/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

**POLICY NO: 4.2.12****ADVISORY GROUPS****OBJECTIVES**

To provide guidance for the establishment and operation of the City's Advisory Groups.

**POLICY STATEMENT****DEFINITIONS**

"Advisory Group" means and includes ~~Working Groups referred to in this Policy and~~ and group established by a resolution of the Council pursuant to this Policy.

"Conflict of Interest" means financial, proximity or impartiality interest.

"Financial Interest" has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

"Proximity Interest" has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

"Impartiality Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

**1. ESTABLISHMENT**

1.1 The Council may resolve to establish an Advisory Group to:

- (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- (b) ~~to~~ provide advice; and
- (c) support to the City, in regard to strategic, special interest and/or operational activities.

1.2 Advisory Groups established pursuant to this Policy are not, and are not intended to be, Committees established under Section 5.8 of the *Local Government Act 1995*.

1.3 Advisory Groups will operate in accordance with the adopted Terms of Reference 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.

1.4 Council may resolve to terminate any advisory group at any time.

## **2. MEMBERSHIP**

2.1 Membership, nomination processes and tenure of appointment for each advisory group is set out in the respective Terms of Reference.

2.2 Membership may include; Councillors, Officers, representatives of agencies and stakeholder organisations, and members of the community.

2.3 The Advisory Group membership shall be appointed by Council and shall include a Chairperson appointed by the Council.

## **2. OPERATION**

~~Operation of an Advisory Group is to occur in accordance with the following principles:~~

~~2.1 Advisory Groups may be established either by resolution of Council or at the recommendation of the City's Administration.~~

~~2.2 Advisory Groups will operate in accordance with the adopted Terms of Reference 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.~~

## **3. EXTENT OF AUTHORITY**

3.1 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.

3.2 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.

## **4. REVIEW TERMS OF REFERENCE AND ROLE**

4.1 Each group is responsible for drafting its own Terms of Reference which will be reviewed every two (2) years, or sooner if required.

~~4.2 Effectiveness of Advisory Groups will be reviewed against the objectives stated in the Terms of Reference, every two (2) years, or sooner if required.~~

~~Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:~~

~~3.1 The role of an Advisory Group is to act in an advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.~~

~~3.2 The Advisory Group will only consider matters referred to it by the Council.~~

~~3.3 An Advisory Group has no decision-making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.~~

~~3.4 Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the City's record keeping systems.~~

~~3.5 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.~~

~~4. ROLE OF THE CHAIRPERSON~~

~~4.1 The Advisory Group Chairperson is to be appointed by the Council.~~

~~4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. Preferably, the Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.~~

~~4.3 The Chairperson (in liaison with the most Senior City Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.~~

~~5. MEETING PROCEDURES~~

~~5.1 Meetings~~

~~(a) Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet as required. Additional meetings may be convened at the discretion of 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 "Calendar of Events".)~~

#### ~~5.2 — Quorum~~

~~A quorum will be by simple majority plus one.~~

#### ~~5.3 — Agendas~~

- ~~(a) — The Chief Executive Officer 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/Meeting Notes~~

- ~~(a) — The relevant 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/meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. 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 are accurately reflected to the consensus view.~~
- ~~(c) — Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.~~
- ~~(d) — Advisory Group unconfirmed Minutes/meeting notes 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/meeting notes 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/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.~~

## ~~6. — ADMINISTRATIVE ACTION AND SUPPORT~~

~~6.1 — A City employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following:~~

- ~~• Issuing of the Agenda;~~
- ~~• Recording of Apologies prior to the meeting;~~
- ~~• Preparation of the Minutes/meeting notes;~~
- ~~• Room booking; and~~
- ~~• Catering requirements.~~

~~6.2 — Any items which have been dealt with by the Advisory Group will not be implemented by the City's Administration until a report has been submitted to the Council for a decision.~~

~~6.3 — The City's Administration will not action Advisory Group requests unless in accordance with Clause 5.4 — "Minutes/Meeting Notes" and Clause 6.2 — "Administration Action and Support", above.~~

## ~~7.5. CODE OF CONDUCT~~

~~7.1 — Community Members of the City's Advisory Groups will be advised of the relevant provisions of the City's Code of Conduct and must comply with the relevant requirements.~~

~~5.1 Community Advisory Group members will be requested to act in accordance with the Code of Conduct for City of Vincent Employees and Contractors .~~

~~7.12 — The City's Code of Conduct shall apply to members of the Advisory Groups.~~

~~7.3 — All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.~~

~~7.24 — A copy of the Council's Code of Conduct will be provided made available to each member upon their appointment members of Advisory Groups.~~

~~7.5 — The City's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of interest.~~

## ~~8.6. CONFLICT OF INTEREST~~

~~86.1 All members must disclose any conflicts of interest, and extent of the conflict, in matters being considered at a meeting.~~

~~86.2 The disclosing member must leave the room while the meeting discusses the matter.~~

~~86.3 The meeting will determine if the member should:~~

- ~~(i) not participate in that discussion;  
(ii) remain and participate in the discussion; or  
(iii) remain and not participate in the discussion.~~

~~86.4 The minutes or meeting notes must record the disclosure of interest, extent of the interest, and times the disclosing member left and returned to the meeting.~~

~~8.1 (a) Whilst the financial, proximity and impartiality interest provisions of the *Local Government Act 1995* do not apply to the City's Advisory and Working Groups (as it is not a Council appointed committee approved under section 5.8 of the *Local Government Act 1995* and does not have any legal status), all members need to be aware that any conflict of interest needs to be recognised, to ensure that probity is maintained at all times.~~

~~(b) Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.~~

~~(c) If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:~~

- ~~\* Trivial or insignificant; or  
\* an interest in common to a significant number of electors or ratepayers.~~

~~(d) The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.~~

~~(e) The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:~~

- ~~• determine that the Member should not participate in that part of the meeting;~~
- ~~• remain in the meeting and participate in discussion; or~~
- ~~• remain in the meeting only, but not participate in discussion on the matter.~~

~~(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)~~

~~(f) — Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.~~

~~(g) — The Minutes/meeting notes shall record the member's disclosure of interest and the extent of the interest. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest.~~

~~(h) — If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior City Officer in attendance at the meeting.~~

~~8.2 — Subject to 8.1 above, any person who has a financial or a proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.~~

## ~~87.~~ **INSURANCES**

~~The City will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.~~

## ~~10.~~ **MEMBERSHIP**

~~Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the purpose for which the group has been established. Membership may include; Council delegate/s (Council Members), employees and representatives of stakeholder organisations and members of the community.~~

~~10.1 — Where Advisory Group membership includes representatives to stakeholder organisations, the City shall seek written nomination/s from the organisation/s.~~

~~10.2 — Where Advisory Group membership includes representatives to be drawn from members of the community; the City shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.~~

~~10.3 — The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:~~

~~(a) — Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council Delegate/s representation shall however, be reappointed following the ordinary local government election.~~



~~(b) — Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be concluded at the determination of either the Council or the City's Administration, whichever was the convener of the Advisory Group.~~

~~10.4 — In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Chairperson.~~

#### ~~11. — TENURE OF APPOINTMENT~~

~~11.1 — The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.~~

~~11.2 — The Advisory Group Membership is normally for a period of two (2) years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.~~

~~11.3 — If a member fails to attend three (3) consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a Group is terminated.~~

~~11.4 — The Council may terminate the appointment of any member prior to the expiry of his/her term, if:~~

~~(a) — the Chairperson and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group; or~~

~~(b) — the member is found to be in breach of the City of Vincent code of Conduct or a serious contravention of the *Local Government Act 1995*; or~~

~~(c) — a member's conduct, action or comments brings the City of Vincent into disrepute.~~

#### ~~12. — VACANCIES~~

~~Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two (2) years duration of the convened Advisory Group, as approved by the Council.~~

#### ~~98. COUNCIL DECISION~~

~~The City's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.~~

**14. REVIEW**

~~The operations of an Advisory Group shall be reviewed every two (2) years, or sooner if required.~~

<b>Date Adopted:</b>	<b>9 February 2010</b>
<b>Date Amended:</b>	<b>14 June 2011, 11 October 2011</b>
<b>Date Reviewed:</b>	<b>11 October 2011</b>
<b>Date of Next Review:</b>	<b>October 2013</b>