

9.5.3 LATE ITEM: Revised Terms of Reference for Various Advisory Groups

Ward:	-	Date:	15 September 2015
Precinct:	-	File Ref:	-
Attachments:	1 – Revised Terms of Reference for Arts Advisory Group 2 – Revised Terms of Reference for Children and Young People Advisory Group 3 – Revised Terms of Reference for Road Safety Advisory Group 4 – Revised Terms of Reference for Environmental Advisory Group 5 – Revised Terms of Reference for Business Advisory Group		
Tabled Items:	Nil		
Reporting Officer:	Len Kosova, Chief Executive Officer		
Responsible Officer:	Len Kosova, Chief Executive Officer		

OFFICER RECOMMENDATION:

That Council **ADOPTS** the Revised Terms of Reference included as Attachments 1-5 (respectively) for the following Advisory Groups:

- **Arts Advisory Group;**
- **Children and Young People Advisory Group;**
- **Road Safety Advisory Group;**
- **Environmental Advisory Group; and**
- **Business Advisory Group.**

PURPOSE OF REPORT:

To consider revisions to the Terms of Reference for various Advisory Groups, consistent with Council's resolution from 22 September 2015.

BACKGROUND:

Council at its meeting on 22 September 2015 considered a report on the review of Advisory and Working Groups and Committees (Item 9.5.3) and resolved (among other things) to require a further report to be submitted to Council in October 2015 to:

- a) *Change the Terms of Reference of the Arts Advisory Group to expressly include membership of persons with arts expertise who have the ability to provide expert advice on public art commissions and percent for art acquisitions;*
- b) *Change the Terms of Reference of the Children and Young People Advisory Group to expressly include membership of persons from leading Youth Organisations within or operating within the City of Vincent, the 18-25 year age group, each of the Town Centres, and local schools;*
- c) *Change the Terms of Reference of the Integrated Transport Advisory Group to rename the Group to the Road Safety Advisory Group and to ensure the Terms of Reference accurately reflect the Group's core focus on road safety and traffic issues;*
- d) *Change the Terms of Reference of the Sustainability Advisory Group to rename the Group to the Environmental Advisory Group and to ensure the Terms of Reference provide improved direction, purpose and bona fide input into the City's actions and decisions that affect the attraction, retention and growth of businesses in the City of Vincent;*
- e) *Change the Terms of Reference of the Local Business Advisory Group to rename the Group to the Business Advisory Group and to ensure the Terms of Reference reflect the Group's core focus on reviewing water and energy efficiency initiatives, environmental programs and improved waste minimisation and management practices in the City of Vincent;*

DETAILS:

Changes have now been made to the respective Advisory Group Terms of Reference in accordance with Council's decision from September 2015. The revised Terms of Reference (showing tracked changes) are included in **Attachments 1-5**.

CONSULTATION/ADVERTISING:

The (former) Sustainability Advisory Group (to now be named the Environmental Advisory Group) is the only affected Advisory Group to have met, considered and agreed to the changes to its Terms of Reference since Council's decision on 22 September 2015.

LEGAL/POLICY:

The Audit Committee is the City of Vincent's only Statutory Committee, as prescribed by the *Local Government Act 1995*. All Committees, Advisory and Working Groups have Terms of Reference and can only deal with matters referred to them by the City. The City's various Advisory Groups and Working Groups can only make recommendations, which are reported to Council for information and/or consideration.

Membership of all Advisory Groups expires at each local government election. It is therefore opportune for Council to establish revised Terms of Reference for the five affected Advisory Groups referenced in this report, prior to calling for Expressions of Interest for community membership to those Groups (which will occur once Council has made a decision on the Terms of Reference) and ultimately appointing the members.

Importantly, Council's adoption of revised Terms of Reference for the affected Advisory Groups in no way prevents those Groups (once members have been appointed) putting forward recommendations to Council to make further changes to their Terms of Reference.

RISK MANAGEMENT IMPLICATIONS:

Low/Medium: Advisory and Working Groups play an advisory role, however do not have any legal status under the *Local Government Act 1995*. The operation of the Groups must be monitored to ensure compliance with the City's Policy No. 4.2.12 – Advisory Groups.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Community Plan 2013-2023- "*Leadership, Governance and Management*", in particular, Objective 4.1.2 - "*Manage the Organisation in a responsible, efficient and accountable manner*".

SUSTAINABILITY IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

Nil

COMMENTS:

The changes shown in the revised Terms of Reference accord with Council's decision from 22 September 2015.



CITY OF VINCENT
ARTS ADVISORY GROUP
TERMS OF REFERENCE

1. AIMS

The Advisory Group will play an important role in encouraging and promoting Arts in the City of Vincent, ~~so that they are compatible with the City's Vision and Strategic Objectives~~ particularly through the provision of expertise and opinion on the City's public art commissions and percent for art acquisitions.

Definitions

A good definition of *the arts* is given by the Free Dictionary as "*imaginative, creative and non-scientific branches of knowledge considered collectively, especially as studied academically.*" *The arts* encompass visual arts, literary arts and the performing arts - music, theatre, dance and film, among others. This list is by no means comprehensive, but only meant to introduce the concept of the arts.

2. OBJECTIVES

The objectives of the Advisory Group are to:

- 2.1** Act in an advisory capacity to advocate and promote arts in the City of Vincent.
- 2.2** Provide advice and make recommendations to the City relating to its art commissions and percent for art acquisitions.
 - ~~2.2.1 the City of Vincent Art Competition;~~
 - ~~2.2.2 the acquisition of Art; and~~
 - ~~2.2.3 the display and viewing of artwork or performance.~~
- 2.3** Provide advice on matters generally relating to the arts and associated projects and policies.
- 2.4** ~~Act as judges for~~ Judge the City of Vincent Art Competition/exhibitions and art projects.
- ~~2.5 Provide advice and recommendations concerning Percent for Art Policy and significant works.~~

3. MEMBERSHIP

The Membership of the City of Vincent Arts Advisory Group shall comprise the following persons, with voting rights limited to those persons appointed under clauses 3.1, 3.2 and (on occasion and by invitation) 3.3:

3.1 Three (3) Council Members

Three (3) Council Members.

3.2 Up to Five (5) Community Representatives

Having knowledge and interest experience or qualifications in the arts.

3.3 Representative from West Australian Art Gallery or similar Institute (i.e. University or TAFE)

To be a invited as a sessional member of the judging panel member for the City of Vincent Art Awards.

3.4 City Officers

- ~~Director Community Services~~
- ~~Manager Community Development~~
- ~~Co-ordinator Arts and Creativity (* Responsible Support Officer)~~

The appropriate Director, Manager and Co-ordinator as determined by the Chief Executive Officer.

ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

Commencement Date:	25 September 1995
Amended:	19 September 1996, 26 June 2001, 23 October 2011, 13 May 2003, 24 June 2003, 13 September 2005, 18 December 2007, 11 March 2008, 3 November 2009, 9 February 2010, 28 September 2010, 14 June 2011, 11 October 2011, 29 October 2013
Review Date:	November 2016



CITY OF VINCENT

CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

TERMS OF REFERENCE

1. AIMS

The Advisory Group ~~will play an important role in~~ is intended to encouraging and promoting liaison between School Principals local schools and the City of Vincent to identify, advocate for and addressing the issues and needs of children and young people (up to 18 years of age) in the City of Vincent ~~so that they are compatible with the City's Vision and Strategic Objectives.~~

Definitions

~~A good definition of~~ Children and young people is defined in the given by 'The Commissioner for Children and Young People Act (2006) is as people under 18 years of age, and "child or young person" has a corresponding meaning.

2. OBJECTIVES

The Objectives of the Advisory Group are to:

- 2.1 Act in an advisory capacity to identify, advocate for and explore ways of addressing the issues and needs of the children and young people in the City, including, but not limited to:
- services for young people;
 - programmes;
 - recreation;
 - information;
 - education, training and careers;
 - possible events for young people;
 - drug and alcohol related issues
 - graffiti; and
 - any other issues which are seen to be relevant to young people.
- 2.2 Act as a liaison forum for discussion and sharing of ideas between the Council City and Principals of public and private schools within the City.
- 2.3 Provide advice and make recommendations relating to::
- 2.3.1 issues relating to young people;
- 2.3.2 strategies to address the needs of young people in the City;
- 2.3.3 actions to be undertaken to inform, educate and raise awareness in the community with regard to youth issues;

- 2.3.4 promotion of the City's services and programmes, which relate to schools children and young people;
- 2.3.5 matters which may impact on schools and/or students; and
- 2.3.6 actions which foster closer relationships between schools and the City.

3. MEMBERSHIP

The membership of the City of Vincent Children and Young People Advisory Group shall comprise the following persons with only those persons appointed under clauses 3.1 and 3.2 being eligible to vote:

3.1 Three (3) Council Members

Three (3) Council Members.

3.2 Up to Five (5) Community Representatives

~~Having knowledge and interest in the issues and needs of the young people in the City of Vincent~~ Up to five (5) Community Representatives from any one or more of the following backgrounds/categories, as determined by Council:

- a leading Youth Organisation(s) located within or providing services to children and young people in the City of Vincent;
- the 18-25 year old age bracket;
- an active member(s) of one of the City's Town Teams;
- a representative(s) from the P&C of a local school.

3.3 City Officers

- ~~Director Community Services~~
- ~~Manager Community Development (* Responsible Officer)~~

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

ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

Commencement Date:	
Amended:	
Review Date:	



CITY OF VINCENT

INTEGRATED TRANSPORT ROAD SAFETY ADVISORY GROUP

TERMS OF REFERENCE

1. AIMS

The Advisory Group will play an important role in all integrated transport, traffic and road safety matters in the City of Vincent to ensure that these matters are compatible with the City's Vision and Strategic Objectives.

2. OBJECTIVES

The objectives of the Advisory Group are to:

2.1 Provide advice and make recommendations relating to:;

- 2.1.1 ~~the provision of sustainable transport~~ the review and promotion of initiatives and infrastructure to enhance road safety and address traffic issues in the City of Vincent;
- 2.1.2 developing guidelines for local area traffic management;
- 2.1.3 reducing the adverse impacts of road traffic on residents and businesses in the City of Vincent;
- 2.1.4 raising awareness on road safety issues and initiatives;
- 2.1.5 ~~developing development~~ and implementation of road safety programs and promotions;
- 2.1.6 ~~the development of road safety strategies in liaison with towards Zero;~~
- 2.2.7 improve the community's knowledge and understanding of the function of the road network.

3. MEMBERSHIP

The Membership of the City of Vincent Integrated Transport Advisory Group shall comprise of the following persons, with voting rights limited to those persons appointed under clauses 3.1 and 3.2;

3.1 Three (3) Council Members

Three (3) Council Members.

3.2 Up to Four (4) Community Representatives (incl. Business)

Having local transport, traffic and road safety knowledge and an interest in community affairs of the City of Vincent.

3.3 City Officers

- Director Technical Services
- Manager Asset & Design Services (**Responsible Support Officer*)

4. ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

Commencement Date:	9 February 1998
Amended:	26 June 2001, 23 October 2001, 13 May 2003, 24 June 2003, 10 May 2005, 13 September 2005, 18 December 2007, 11 March 2008, 3 November 2009, 9 February 2010, 10 August 2010, 14 June 2011, 11 October 2011
Review Date:	November 2016



CITY OF VINCENT

SUSTAINABILITY ENVIRONMENTAL ADVISORY GROUP

TERMS OF REFERENCE

1. AIMS

The Advisory Group will play an important role in advising on sustainability and natural and built environmental matters in the City of Vincent so that they are compatible with the City's Vision and Strategic Objectives.

2. OBJECTIVES

The Objectives of the Advisory Group are to:

2.1 Act in an advisory capacity on matters relating to sustainability and the natural and built environment, al matters. with specific focus on:

- Water use and efficiency;
- Energy efficiency and renewable energy;
- Environmentally sustainable building design;
- Green spaces, urban vegetation and biodiversity;
- Water in the environment (water quality and natural water sources); and
- Waste minimisation and management.

2.2 Provide advice and make recommendations relating to;

2.2.1 the formulation of a community and Council vision of for environmental sustainability; and

2.2.2 the development and implementation of environmental initiatives and programs.

2.2.2 — sustainability initiatives and programs;

2.2.3 — sustainability and environmental matters, including, but not limited to:

- (i) — Climate Change;
- (ii) — Environmental Issues (including Sustainable Environment Strategy 2011-2016;
- (iii) — Sustainable Building Design;
- (iv) — Energy efficiency and renewable energy;
- (v) — Biodiversity;
- (vi) — Waste Management; and
- (vii) — Water Sensitive Urban Design.

2.2.4 — the natural environment, including Hyde Park, Banks Reserve, Smith's Lake, Eco-zoning, street trees and matters relating to the Swan River; and

~~2.2.5 — education and awareness initiatives and programs, to inform, educate and raise awareness in the community regarding sustainability and its initiatives and programs.~~

~~2.3 — Support the community to fully participate in achieving sustainability, through the development of partnerships, initiatives and programs with the community.~~

~~2.4 — Identify resourcing needs to support sustainability initiatives and programs.~~

~~2.5 — Identify potential links with intrastate, interstate and international local governments to provide learning opportunities for the City of Vincent and the community.~~

3. MEMBERSHIP

The membership of the City of Vincent ~~Sustainability~~ Environmental Advisory Group shall comprise the following persons:

3.1 Up to Four (4) Council Members

Up to Four (4) Council Members.

3.2 Up to Five (5) Community Representatives

Having specialist knowledge and interest in the environmental sustainability of the City of Vincent.

3.3 City Officers

- Director Planning Services
- Director Technical Services
- Sustainability Officer (**Responsible Support Officer*)
- Project Officer – Parks and Environment
- Other City's Officers (as required)

ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

Commencement Date:	
Amended:	
Review Date:	



CITY OF VINCENT

LOCAL BUSINESS ADVISORY GROUP

TERMS OF REFERENCE

1. AIMS

The Advisory Group will play an important role in encouraging and promoting business liaison, economic development and tourism in the City so that they are compatible with the City's Vision and Strategic Objectives the attraction, retention and growth of businesses in the City of Vincent and encouraging investment, prosperity and growth in the local economy.

2. OBJECTIVES

The objectives of the Advisory Group are to:

- 2.1** ~~Act as~~ Provide a liaison between the Council and the Business community forum for the City to engage with the business community in order to enhance investment, employment and economic prosperity in the City of Vincent
- 2.2** Provide advice and make recommendations relating to;
- 2.2.1 development, implementation and review of the City's Economic Development Strategy;
- 2.2.2 the promotion of Economic Development of the City opportunities to improve the City's policies, practices and processes to make it easier for businesses to interact with the City;
- 2.2.3 matters that could impact on local businesses, employment considering partnerships and relationships that can enhance economic development in the City;
- 2.2.4 promotion of tourism in the City fostering support, collaboration and networking among businesses in the City; and
- 2.2.5 budget/financial contribution to festivals and fairs in the City; opportunities to capitalise on, connect and support diversity and growth in local employment, the local economy and training and development in the City. and
- 2.2.6 ~~Activity Centre Place Making Strategies.~~
- 2.3** Provide advice on matters generally relating to business, economic development, tourism and promotion of the City.

3. MEMBERSHIP

The membership of the City of Vincent Local Business Advisory Group shall comprise of the following persons with voting rights limited to those persons appointed under clauses 3.1, 3.2 and 3.3:

3.1 ~~Three (3) Council Members~~

Three (3) Council Members.

3.2 Five (5) Business Representatives - One (1) from each of the recognised Business Groups/Associations in each Activity (Town) Centre* Town Teams

- Leederville Connect
- Mount Hawthorn Hub
- ~~Mount Lawley/Highgate~~ Beaufort Street Network
- North Perth Local
- Perth William Street (On William)

3.3 Three (3) Persons with relevant local business experience, sourced from a public expression of interest process, to provide a representative perspective for businesses

3.34 City Officers (Four (4) Officers)

- Chief Executive Officer and/or his delegate, together with other staff from time to time, as determined by the Chief Executive Officer.
- ~~Director Community Services;~~
- ~~Director Planning Services;~~
- ~~Economic Development Officer (* Responsible Support Officer)~~

ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

Commencement Date:	July 2011
Amended:	11 October 2011, 14 August 2012, 17 December 2013
Review Date:	November 2016