

5.5.3 LATE ITEM: Review of Advisory and Working Group and Committees

Ward:	-	Date:	15 September 2015
Precinct:	-	File Ref:	-
Attachments:	<u>1</u> – Appointment of Representatives to Advisory Groups 2013-2015 <u>2</u> – Appointment of Representatives to Working Groups 2013-2015 <u>3</u> – Appointment of Representative to Statutory Committees and Authorities		
Tabled Items:	Nil		
Reporting Officer:	Len Kosova, Chief Executive Officer		
Responsible Officer:	Len Kosova, Chief Executive Officer		

OFFICER RECOMMENDATION:

That Council:

1. **NOTES** Administration’s review of the City’s Advisory Groups, Working Groups and Committees;
2. **DISBANDS** the following Groups for the reasons outlined in Administration’s report:
 - a) **Building Design & Conservation Occasional Advisory Group;**
 - b) **Community Development Advisory Group;**
 - c) **Garden Awards Advisory Group;**
 - d) **Britannia Reserve Masterplan Reference Group;**
 - e) **Cheriton Street Property Working Group;**
 - f) **Foyer Oxford Community Reference Group;**
 - g) **Leederville Town Centre Enhancement Working Group;**
 - h) **Vincent “One-in All-in” Campaign Working Group;**
3. **REQUIRES** Administration to submit a further report 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;**

4. **DELETES** the North West District Planning Committee from the list of Committees to which the Council appoints a member, due to the fact that the Western Australian Planning Commission no longer operates District Planning Committees;
5. **REQUIRES** Administration to submit a further report to Council by November 2015 to consider:
 - a) **A Draft Policy for the establishment and operation of a new Community Engagement Panel, as outlined in Administration's report; and**
 - b) **Draft Terms of Reference for the establishment and operation a new Cycling Advisory Group, as outlined in Administration's report.**

PURPOSE OF REPORT:

To consider a recent review of the City's Advisory and Working Groups and Committees.

BACKGROUND:

At its meeting held on 28 July 2015, Council considered a Notice of Motion regarding Advisory and Working Group and Committees and resolved as follows:

"That Council REQUESTS the Chief Executive Officer to review and submit a report to Council by September 2015 to consider:

1. *The operation, purpose and intent of the City's various Working Groups, Advisory Groups and Committees and the potential for consolidation of those groups; and*
2. *Creation of a new or expanded group with a focus on cycling and cycling-related initiatives."*

Administration has recently completed its review of the operation, purpose and intent of all the City's Advisory Groups, Working Groups and Committees and now submits this report to Council for further consideration.

DETAILS:

As part of Council's role in governing the City, Elected Members and/or City staff represent Council on a wide range of Committees, Advisory Groups and Working Groups, with members of the community also frequently appointed as members to the latter two categories of groups.

The most recent review of the City's Advisory and Working Groups was presented to Council at the Council Meeting held on 29 October 2013, following the local government election held on 19 October 2013. It is timely therefore to consider Administration's current review of Groups and Committees in the context of the upcoming local government election on 17 October 2015 and the appointment, thereafter, of Council Members to those Groups and Committees.

The City presently has listed 9 Advisory Groups, 15 Working Groups and 11 Committees to which Council Members and/or staff are appointed – 35 in all. A summary of the appointed Council/community representatives and meeting frequency for these Advisory Groups, Working Groups and Committees is included as **Attachments 1, 2 and 3** respectively.

Administration has reviewed the operation, purpose and intent of these various groups and committees to ascertain the value of continuing with each in its current form, if at all, having regard to a range of factors, including:

- the membership and purpose of the group/committee;
- the decision-making ability, impact and influence of the group/committee;
- the frequency of meetings;
- the currency of issues being focussed on by the group/committee; and
- whether the activities and focus of the group/committee have been overtaken by other agencies or events, operationalised through the City's ordinary business, or formalised through an adopted plan or policy.

CONSULTATION/ADVERTISING:

Nil.

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 Groups and Committees can only make recommendations, which are reported to Council for information and/or consideration.

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:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications associated with this review of Advisory and Working Groups and Committees.

COMMENTS:

Administration has reviewed the purpose and intent of the City's various Groups and Committees against the factors listed at the end of the 'Details' section of this report and now recommends the following changes:

Advisory Groups (Attachment 1)	Administration Comment
Arts Advisory Group	<p>It is not considered beneficial for the group to continue in its current form.</p> <p>It is recommended that membership of the group be revised to contain members with arts expertise who have the ability to contribute their time to be on panels and provide expert advice on public art commissions and percent for art acquisitions, similar to the role of the City's Design Advisory Committee on preliminary development proposals. This could reduce the City's use of or reliance on paid external art consultants and would provide a more focussed purpose and function for the group. This will require a change to the terms of reference of the Arts Advisory Group.</p>
Building Design & Conservation Occasional Advisory Group	<p>This group operates for a single purpose (to judge the City's Building Design and Conservation Awards), once per year, equating to only two meetings in each local government election cycle. Appointment of a judging panel could be easily managed through a report to Council each year and/or (more preferably) through a formal Council Policy on how the Awards will be conducted and prizes awarded.</p> <p>It is recommended that this Group be disbanded.</p>
Children & Young People Advisory Group	<p>It is recommended that the Group's current membership be revised to reflect a wider range of community interest in agendas relating to Children and Young People.</p> <p>It would be beneficial for members of the Advisory Group to comprise representatives from:</p> <ul style="list-style-type: none"> • leading Youth Organisations located within the City of Vincent or providing services to City of Vincent residents; • the 18 – 25 year old demographic; • each of the town centres, to address issues affecting Children and Young People within those different areas; and • local school(s) in the City of Vincent.
Community Development Advisory Group	<p>This group has only met twice since the October 2013 local government election and has not met at all since November 2014. The generic purpose of the group detracts from its relevance and effectiveness. The proposed (new) Community Engagement Panel will provide a more dedicated forum for community input into the City's problem-solving and policy-building.</p> <p>It is recommended that this Group be disbanded.</p>
Garden Awards Advisory Group	<p>This Group operates for a single purpose (to judge the City's Garden Awards), once per year, equating to only two meetings in each local government election cycle. Appointment of a judging panel could be easily managed through a report to Council each year and/or (more preferably) through a formal Council Policy on how the Awards will be conducted and prizes awarded.</p> <p>It is recommended that this Group be disbanded.</p>

Integrated Transport Advisory Group	This Group's core focus is road safety and traffic management. It is recommended that the title of the group change to Road Safety Advisory Group, to more accurately reflect the Group's focus. It would be appropriate to also revise the Group's Terms of Reference.
Local Business Advisory Group	This Group has the potential to serve as a valuable forum for the City to engage with and better service the local business community. However, the Group has not met since the current members were appointed in October 2013. The Terms of Reference for this Group should be revised to provide more 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. It is recommended that the title of the Group also be amended to Business Advisory Group.
Sustainability Advisory Group	The core focus of this Group is on reviewing water and energy efficiency initiatives, environmental programs and improved waste minimisation and management practices. The word "Sustainability" is an overused phrase that in its truest form, refers to the balance of social, economic, environmental and governance issues – this is not reflective of the Group's purpose and intent. Therefore, it is recommended the title of the Group change to the Environmental Advisory Group, given that waste management is a subset of environmental management. The Terms of Reference for this Group should also be reviewed in this context.
Working Groups (Attachment 2)	Administration Comment
Britannia Reserve Masterplan Reference Group	<p>This Group has met on three occasions since the current members were appointed in October 2013.</p> <p>The Group's primary function was to provide stakeholder input into the Britannia Reserve Masterplan and the City's implementation of that Plan. The Group has successfully fulfilled its purpose and can now be disbanded.</p> <p>If there is a need to engage with affected stakeholders about future planning or works at Britannia Reserve, then that could occur through the City's typical community consultation channels and/or through the establishment of an occasional reference group to discuss a specific project or issue.</p>
Cheriton Street Property Working Group	This Group provides a forum for discussion between the City and the Norwood Neighbourhood Association, on the future use of the City-managed Cheriton Street Property. Funding of this project has been included in the City's 2015/16 budget and discussions with the Association have now been operationalised and are being carried out by Administration. As such, it is recommended that the Group be disbanded.
Foyer Oxford Community Reference Group	This Group has never met since the current members were appointed in October 2013. The City has little to no involvement in the operations of Foyer Oxford and there is considered to be no value in continuing with this Group. It is therefore recommended that the Group be disbanded.

<p>Leederville Town Centre Enhancement Working Group</p>	<p>A report was included on the Agenda for the Council Briefing on 23 June 2015 recommending disbandment of this Group. However, Administration subsequently withdrew the report from the Agenda with a view to obtaining feedback from the Group and also to consider that proposal in the context of a broader review of the City's Advisory and Working Groups and Committees.</p> <p>This Group has met five times in the period from October 2013 to October 2014, but only once since November 2014. The Group has not been reconvened to discuss its disbandment and, as such, the members of the Group have not been specifically invited to provide their feedback on the matter.</p> <p>However, Administration's view is still that the Group can be disbanded because it has served its purpose in promoting issues affecting the Leederville Town Centre. Leederville Connect has also now established itself as a key forum for local businesses and residents to raise issues and ideas for the benefit of the Leederville community.</p> <p>As with all the City's 'Town Teams' Leederville Connect is supported by the City through funding and staff input and is the preferred forum for Leederville residents and businesses to channel their issues and ideas through. This approach will ensure consistency in the City's precinct-based approach to engaging with stakeholders across all of the City's urban villages and will also be complemented by renewal of the City's Business Advisory Group and establishment of the new Community Engagement Panel.</p>
<p>Vincent "One-in All-in" Campaign Working Group</p>	<p>This Group was established for the single purpose of promoting the City's "Vincent to Perth" and "One-in All-in" campaign during the State Government's now abandoned Metropolitan Local Government Reform initiative.</p> <p>The Group has served its purpose, is no longer required and can be disbanded.</p>
<p>Committees (Attachment 3)</p>	<p>Administration Comment</p>
<p>Leederville Gardens Inc. Board</p>	<p>A separate report is included in this Agenda, outlining a recommended approach for filling Council's nominated representatives on this Board by inviting expressions of interest from members of the public.</p>
<p>North West District Planning Committee</p>	<p>The Western Australian Planning Commission no longer operates District Planning Committees and, as such, this Committee needs to be removed from the list Committees to which Council appoints members.</p>
<p>Proposed (New) Groups</p>	<p>Administration Comment</p>
<p>Community Engagement Panel</p>	<p>Administration recommends establishing a new Community Engagement Panel through an open call for expressions of interest for members of the Vincent community to be included on a Panel database. On an as-needs basis, the City would then invite any interested persons from the Panel to be involved in discreet project groups to work with Administration to problem-solve, collaborate on and road-test key issues and ideas, including new and revised policies, plans, customer service initiatives, and (critically) providing input into the review of the City's Strategic Community Plan and Corporate Business Plan.</p>

	<p>The project teams formed from this Panel will provide an important 'sounding board' for the City to better understand community sentiment on key issues and initiatives at the earliest stage possible, before any draft position is set. This will improve the City's approach to policy and plan development by engaging and involving interested community members at the inception (brainstorming and ideas) stage of these projects and initiatives, thus directly contributing to and influencing the result, rather than simply through community consultation on a Policy or Plan once it has already been drafted.</p> <p>Establishment and operation of the Community Engagement Panel will need to be guided by a new Council Policy, which is intended to be presented to Council for consideration by November 2015.</p> <p>Importantly, this Panel will be additional to and not in place of meaningful community consultation under the City's Community Consultation Policy. Having said that, the Panel will play an important role in reviewing and improving the City's Consultation Policy.</p>
Cycling Advisory Group	<p>The City of Vincent is a leader in the provision of cycling facilities and infrastructure in Western Australia and continues to invest in new cycling facilities and initiatives, through the implementation of the TravelSmart Program and Bicycle Network Plan.</p> <p>Accordingly, it would be beneficial to establish a Cycling Advisory Group as a forum for representatives of the City, the community and peak cycling bodies to discuss the future planning and implementation of the City's cycling facilities and initiatives.</p> <p>Terms of Reference would need to be prepared for this Group, for Council's consideration, incorporating (among other things) membership composition.</p>