



**POLICY NO. CP 5.4.43**

**POLICY STATEMENT**

**ADVISORY GROUPS**

**PURPOSE**

To support the operation of Advisory Groups established to provide advice to the City.

**POLICY**

**1. ESTABLISHMENT OF ADVISORY GROUPS**

An advisory group may be established to facilitate elected member, stakeholder and / or community advice to the City.

**2. OPERATION OF ADVISORY GROUPS**

Operation of an advisory group is to occur in accordance with the following principles:

- 2.1 Advisory groups may only be established by resolution of Council.
- 2.2 Advisory groups are to be established through 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.
  - (d) A Directorate appointed as responsible for the operations of advisory group activities and reporting to Council.
- 2.3 Membership of an advisory group is to be determined on the basis of relevance to the purpose for which the group has been established. Membership may include Elected Members and representatives of stakeholder organisations and community.
  - (a) Where advisory group membership includes representatives of stakeholder organisations; the City shall seek written nomination/s from the organisation/s.
  - (b) Where advisory group membership includes representatives to be drawn from the community; the City shall publicly advertise and call for nominations to be received within a defined period. Members are to be selected on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the advisory group has been established.
  - (c) 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:



- (i) 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.
- (ii) Where the advisory group's terms of reference have been fulfilled the operations may be concluded at the determination of the Council.
- (d) 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 coopted on an 'as required' basis.
- (e) The Presiding Person and Deputy Presiding Person are to be appointed by Council resolution.

**2.4** Advisory groups are to operate within the following general administrative framework:

- (a) The role of an advisory group is to act in an advisory capacity, providing the City with its agreed views and/or proposals relevant to the objectives for which the group was established.
- (b) 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 staff, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.
- (c) Advisory group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The views and proposals of an advisory group are to be recorded in minutes and retained in the City's record keeping systems.
- (d) Advisory group 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. 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 operational effectiveness and efficiencies.
  - (iii) Endorsed by Council resolution, where funding from external sources is proposed.



- (e) 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.

### 3. ELECTED MEMBER DELEGATES TO ADVISORY GROUPS

An Elected Member appointed as a delegate of Council to an Advisory Group, is required to fulfil the delegate role in accordance with Council Policy 5.4.42 - 'Council Delegates – Roles and Responsibilities'.

#### GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	Local Government Act 1995, Section 5.12
<b>Industry Compliance</b>	Department of Local Government and Communities Guidelines: <ul style="list-style-type: none"><li>No.5 Council Forums</li></ul>
<b>Organisational Compliance</b>	Policy 5.4.42 - Council Delegates – Role and Responsibility Policy 3.3.5 - City of Gosnells History and Heritage Advisory Group - Terms of Reference
<b>Process Links</b>	Nil.

#### POLICY ADMINISTRATION

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Business Services		Director Business Services		9397 3000	
<b>Risk Rating</b>	Low	<b>Review Cycle</b>	Triennial	<b>Next Due:</b>	2028
<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>			
1.	OCM 530/27/10/2009	New Policy to support consistent and sustainable operations in regard to Advisory Groups			
2.	OCM 418/28/08/2012	Reviewed with no amendments.			
3.	OCM 382/23/09/2014	Reviewed with amendments to clause 2.3(c) and (d) to change the words 'action sheets' to 'minutes'.			
4.	OCM 372/22/09/2015	Reviewed and amended clause 2.2(e) to add Deputy Presiding Person.			
5.	OCM 302/11/09/2018	Reviewed and amended the title and removed reference to the City establishing an advisory group.			
6.	OCM 16/08/02/2022	Reviewed with minor amendments.			
7.	OCM 2025/45 11/03/2025	Reviewed with minor amendment..			