

Policy P112 Community Advisory Groups

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Chief Executive Officer, Governance; Community, Culture and Recreation

Policy Objectives

To provide a policy framework to guide Council and City employees in the establishment and operation of Community Advisory Groups. Council recognises that these groups may provide valuable advice to the City and the object of this policy is to provide the opportunity for interested members of the community to contribute to the decision-making processes of the City.

Policy Scope

This Policy applies to members of the community and City employees that are currently involved or would like to become part of a Community Advisory Group.

Policy Statement

The purpose of a Community Advisory Group is to provide advice to Council and City staff in regard to particular areas of interest as determined by Council.

Establishment - Council may resolve to establish a Community Advisory Group for a particular purpose as described in the resolution. The resolution must include terms of reference and may include details of representation but shall not nominate individual members, except where representatives from Council are required for membership of the group.

Upon a Council resolution to establish a Community Advisory Group, the Chief Executive Officer shall initiate a process of appointment and appoint the members in accordance with Management Practice M112.

Community 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*.

Use of Advice - Meeting agendas and minutes/notes from Community Advisory Groups are uploaded to the Hub on an ongoing basis for viewing by Councillors. Recommendations from Community Advisory Groups that require Council decisions will be presented to Council through a report provided by the relevant City employee. Advice may also be considered by the relevant City officer where decision-making authority has been delegated to that officer.

Code of Conduct - Community Advisory Group members will be requested to act in accordance with the City of South Perth Code of Conduct and Management Practice M112.

Review - The CEO will review the membership of each Community Advisory Group every two years in accordance with Management Practice M112. A report detailing the Terms of Reference, activities and achievements for each Community Advisory Group is included in the City's Annual Report.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

City of South Perth Code of Conduct

City of South Perth Strategic Community Plan 2021-2031