

# ADVISORY GROUPS

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Previous policy number: 4.2.15

## Policy Statement

Council may establish and operate Advisory Groups.

Council values the experience and specialist knowledge that exists in the Mosman Park community and is committed to seeking opportunities to access this expertise for use in developing Council strategies, policies and initiatives.

This policy provides clear guidance to Councillors, Town of Mosman Park staff and advisory group members on the establishment and operation of the Town's advisory groups.

## Policy Details

### 1. Purpose and Scope

- a) The Council may, by resolution, establish an advisory group to:
  - i. facilitate Council, stakeholder and/or community input and involvement opportunities; and
  - ii. provide technical and/or community advice to inform the development of Council strategies, policies and initiatives.
- b) Advisory groups are to operate within the Terms of Reference approved by Council.
- c) Effectiveness of advisory groups will be reviewed annually against the objectives stated in the Terms of Reference.
- d) Council may by resolution terminate any advisory group at any time.

### 2. Membership

- a) Membership, nomination processes and tenure of appointment for each advisory group is set out in the respective Terms of Reference.
- b) Membership may include; Councillors, Town Officers, representatives of agencies and stakeholder organisations and members of the community.
- c) Members of any advisory group are insured whilst discharging their normal course of duty at advisory groups meetings.

### 3. Code of Conduct and Induction

- a) The Town's Code of Conduct will apply to elected members and employees who are members of advisory groups.

- b) Volunteer members of any advisory group must complete and sign the Town's Volunteer Registration Form agreeing to abide by the Town of Mosman Park Code of Conduct for Volunteers.
- c) An induction will be carried out for all new advisory group members.

#### **4. Meetings**

- a) The frequency of meetings and roles and responsibilities of the Chairperson and other members as stated in the Terms of Reference.
- b) Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and for general discussion to occur.
- c) The view and proposals of an advisory group are to be recorded in minutes or meeting notes, circulated to all members and recorded in the Town's record keeping systems.

#### **5. Extent of Authority**

- a) 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.
- b) Advisory group members may provide advice to Town Officers or Council through the Chairperson but have no decision making authority. Advisory groups may not direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the Town.
- c) Any advice provided by advisory groups will only be implemented by Town Officers once approved by Council, except where an action is carried out in the normal course of the Town's activity.
- d) Members are not permitted to speak to the media in their capacity as advisory group members.

#### **6. Conflict of interest**

- a) All members must disclose any conflicts of interest, and extent of the conflict, in matters being considered at a meeting.
- b) The disclosing member must leave the room while the meeting discusses the matter.
- c) 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.
- d) 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.

## Definitions

**“Town of Mosman Park”** and **“Town”** refer to the organisational entity comprising Council and employees.

**“Council”** and **“Councillors”** refer to the Elected Members who comprise the Town of Mosman Park Council.

**“Town Officers”** refer to the employees of the Town.

**“Community”** means all Mosman Park residents, visitors, ratepayers, businesses, sporting and community organisations who reside or work within Council boundaries.

**“Advisory Group”** means and includes Advisory Group as referred to in this Policy and established by a resolution of the Council.

## Governance References

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|---------------------------|---|
| Statutory Compliance      | Nil.  |
| Organisational Compliance | Town of Mosman Park Code of Conduct for Volunteers. |

## Policy Administration

|                    |                  |                       |
|--------------------|------------------|-----------------------|
| Directorate:       |                  | Officer title:        |
| Executive Services |                  | Chief Executive Chief |
| Next Review        |                  | Review Cycle          |
| 2023               |                  | 4 year                |
| Version            | Date             | Ref                   |
| 1                  | 22 May 2018      | OCM- 086-2018         |
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