



**CITY OF
MANDURAH**

City of Mandurah

Advisory Groups

TERMS OF REFERENCE

| | |
|---|--|
| Originating Section: Governance Services | Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regs 1996</i> <i>City of Mandurah Standing Orders Local Law 2016</i> |
| Reviewer: Governance Services, September 2019 | Delegated Authority: |
| Approved: <ul style="list-style-type: none">• G.17/4/18 Dissolution of Mandurah Coastcare Co-ordinating Advisory Group• G.13/11/17 Appointment of Community Representatives to Advisory Groups• G.72/11/15: Council adopted updated Terms of Reference• SP.3/10/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels. | Other References: <ul style="list-style-type: none">• Policy POL-GVN 04 – Elected Member Support and Development• City of Mandurah Access and Inclusion Plan 2015 - 2020 |

TABLE OF CONTENTS

| | |
|--|----------|
| ADVISORY GROUP GENERAL TERMS OF REFERENCE | 2 |
| 1. Definitions | 2 |
| 2. Tenure of Members..... | 2 |
| 3. Operation | 2 |
| 4. Expenses | 2 |
| 1 ACCESS AND INCLUSION ADVISORY GROUP | 3 |
| 2 MANDURAH COMMUNITY MUSEUM ADVISORY GROUP | 4 |
| 3 MANDURAH ENVIRONMENTAL ADVISORY GROUP | 5 |

ADVISORY GROUP GENERAL TERMS OF REFERENCE

1. Definitions

“Act” means the *Local Government Act 1995*.

“CEO” means the Chief Executive Officer of the City of Mandurah.

“Council” means the City of Mandurah.

“Elected Member” means a City of Mandurah Elected Member.

“Observer” means a person who attends a meeting solely to note the proceedings of the meeting. The Committee may agree to allow the person to speak on a matter. There are no voting rights.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

2. Tenure of Members

2.1 The tenure of Committee members will be in accordance with Section 5.11 of the Act. Advisory Groups tenure is of the same direction.

2.2 Nominations to fill vacancies for community representatives shall be called by advertising in the local media and appropriate notice boards. Should more nominations than available vacancies be received, Council shall be asked to consider the recommendation of a report on the matter. In any event, appointments to the Committee or Advisory Group may only be made by Council.

3. Operation

3.1 A review of these Terms of Reference will be undertaken biennially.

3.2 Advisory Groups should follow similar principles as Committees. They are however not bound by the *Local Government Act 1995* requirements.

4. Expenses

4.1 No reimbursement of expenses to Advisory Group/Committee members will be made.

1 ACCESS AND INCLUSION ADVISORY GROUP

Membership

The current membership of the Advisory Group is as follows:

- a) Two Elected Members
- b) Ten community member representatives of the following sectors:
 - People with lived experience and their support networks
 - Disability and community service organisations
 - Disability Employment Service (DES) providers
 - Education and training sector
- c) Three representatives from the following organisations:
 - One representative from Department of Local Government, Sport and Cultural Industries
 - Two representatives from the local partners of the National Disability Insurance Scheme (NDIS)
- d) Supporting Officers (no voting rights):
 - Community Development Officer
 - Administrative representative (Community Development)

Purpose

To provide advice on the implementation of the strategies identified in the City's current Access and Inclusion Plan.

Objectives

- a) To provide advice and information regarding access and inclusion within the City of Mandurah
- b) To be a "go to" group for community members and service providers and other on access and inclusion issues.
- c) To ensure information and feedback received by the Advisory Group is consolidated and passed on to Elected Members and Council.
- d) To support and provide information into the annual reporting to Council on the City's current Access and Inclusion Plan progress and by identifying any new or additional information to be presented in this report.
- e) To support and participate in consultation processes with people with a disability, their families, carers and service providers to update the 2015/2020 Access and Inclusion Plan, gain feedback on progress and its success in overcoming barriers to access and inclusion.
- f) Liaise with City officers responsible for the implementation of the strategies and inform them of the importance of integrating the values access and inclusion into their work with the City. Invite officers from different areas within the City to update members on their achievements in disability access.

Meetings

Meetings are held quarterly.

2 MANDURAH COMMUNITY MUSEUM ADVISORY GROUP

Membership

The current membership of this Advisory Group is as follows:

- a) One Elected Member
- b) Two Community Representatives
- c) Six representatives from the following organisations
 - Two representatives from Mandurah Historical Society
 - Two representatives from Friends of Mandurah Community Museum
 - One representative from Mandurah Business
 - One representative from Peel Education and Training Department
- d) Supporting Officer (no voting rights)
 - Museum Development Officer

Purpose

The purpose of the Advisory Group is to provide advice to the Council on issues relating to the management of the Mandurah Community Museum and its programmes.

Objectives

The objectives of the Advisory Group are as follows:

- a) To increase the usage of the Museum by the local community and visitors to Mandurah through active promotion.
- b) To actively recruit and effectively train a body of volunteers to ensure maximum access to the Museum collection through increased opening hours.
- c) To develop, implement and manage programs for the community and specific groups in order to relate the history of Mandurah and the Peel Region.
- d) To provide effective interpretation and display of the Museum collection and to actively seek to extend the collection appropriately.

Responsibilities

The Advisory Group has the following responsibilities:

- a) To advise policy and guidelines for the efficient management of the Museum.
- b) To provide comment and recommendations on issues associated with the operation and development of museum programs.
- c) To contribute ideas and knowledge for the development of museum programs and promotional activities.
- d) Assess suggestions, information and comments received with the aim of providing improved operation and development of museum activities.

3 MANDURAH ENVIRONMENTAL ADVISORY GROUP

Membership

The current membership of this Advisory Group is as follows:

- a) Two Elected Members
- b) Six community representatives, with an understanding of one or more of the following areas:
 - Energy Consumption/Conservation
 - Flora and Fauna;
 - Wetlands and Groundwater;
 - Bushland and Bushland Management
 - Coastal Management Issues
- c) Two Environmental Volunteer Representatives. For the purposes of this Advisory Group, an environmental volunteer representative is defined as an active volunteer of the City's Mandurah Environment Volunteer Alliance (MEVA). As a guide, an active member is considered to be someone who has attended three MEVA meetings or events in the past 12 months prior to nomination.
- d) Supporting Officers
 - Manager Environmental Services
 - Manager Planning & Land Services
 - Administration Officer (Administration Support)

Invitees

The Advisory Group may invite representatives from relevant government departments, other bodies and City officers with specialist advice, to its meetings as and when required. Such representatives shall not be members.

Purpose

The purpose of the Advisory Group is to advise Council on general environmental issues, consistent with the intent of the City's Community Charter and Strategic Plan.

Objective

The Advisory Group objective is to provide Council with an independent and expert source of advice pertaining to matters related to Mandurah's natural environment.

Responsibilities

Advisory Group members are expected to:

- a) Have a broad understanding of the environmental and planning legislative framework operating in WA.
- b) Be fully conversant with agenda items and display a high level of preparedness for meetings.
- c) Be regularly in attendance at meetings.

- d) Contribute to the sustainability of the City by understanding the relevant environmental issues facing the City.
- e) Present evidence based advice.
- f) Support in decisions related to supporting the City's environmental volunteer network.

Applicability of Local Government Act 1995

The provisions of the *Local Government Act 1995* relating to obligations for declaration of a financial interest and observance of the City's applicable Code of Conduct be incorporated by reference, as if part of the obligations for members of the Advisory Group.

Meetings

Minutes of the Advisory Group meetings shall be circulated to members of the Advisory Group. Agenda items must be received by the Administration Officer on the prescribed proforma 14 days prior to the next scheduled Advisory Group meeting.