

<b>Practice number</b>	101.1
<b>Practice title</b>	Administration of Council Advisory and Working Groups

## Practice purpose:

To outline the requirements for administering Council advisory and working groups in relation to expressions of interest for community representation, administrative and professional support, meeting preparation and reporting.

## Practice definitions:

**Advisory group** is a group established by resolution of Council, which may consist of elected members, community members and officers, for the provision of strategic advice on a matter.

**Working group** is a group established by resolution of Council, which may consist of elected members, community members and officers, for the purpose of delivering strategic outcomes.

## Practice statement:

### Expressions of interest for community representation

1. Expressions of interest for community representation on advisory or working groups are to be called for no later than six weeks after a resolution of Council is made.
2. The officer that is responsible for initiating the expression of interest process is to contact their Communications account manager no later than two weeks after a resolution of Council is made. They must provide the group's purpose, objective, term and criteria for membership, as resolved by Council, using the expression of interest template.

### Appointment of officers

3. Town officers may be appointed to advisory and working groups for the purpose of providing professional advice, conducting research in line with a group's purpose and objective, providing administrative support and providing governance support.
4. Decisions to appoint officers to a group must be made by C-Suite. Any requests should outline who is recommended for appointment and include justification for why those officers should be appointed.
5. At minimum, a working or advisory group must include:
  - a. Chief Officer representative
  - b. Minute secretary
6. For an officer to be appointed to an advisory or working group, there is an expectation that the officer will be required to attend all meetings of that group.
7. Town officers may be called upon to make a presentation or present an item for discussion at any time.

## Agendas and minutes

8. Agendas and minutes for a meeting are to be created using the Town’s agenda and minutes software.
9. It is the responsibility of the minute secretary to create and publish agendas and minutes.
10. Before publishing, agendas and minutes must be reviewed by the Governance service area.
11. Unless stated otherwise in a group’s terms of reference, the agenda for a meeting is to be distributed no later than three working days before a meeting on the Town’s website and agenda distribution system.
12. Unless stated otherwise in a group’s terms of reference, the minutes of a meeting are to be distributed no later than five working days on the Town’s website and agenda distribution system.
13. Unless amended by a group’s presiding member, agendas are to follow the standard order of business as below:
  - a. Opening
  - b. Attendance
  - c. Presentations
  - d. Items for discussion
  - e. General business
  - f. Actions form previous meetings
  - g. Close
14. Meeting notes are to be limited to capturing outcomes and actions resulting from an item on the agenda.

## Website information

15. Each advisory and working group endorsed by Council is to have its own sub-page on the Town’s website.
16. Each sub-page must include the group’s agendas, minutes, terms or reference and membership.
17. It is the responsibility of the minute secretary for each group to ensure that sub-pages are current and the information is correct.

## Related documents

[Policy 101 – Governance of Council Advisory and Working Groups](#)

<b>Responsible officers</b>	C-Suite and Managers
<b>Practice manager</b>	Manager Governance and Strategy
<b>Approval authority</b>	Chief Executive Officer
<b>Next evaluation date</b>	

## Revision history

Version	Action	Date	Authority	TRIM Reference
1	Adopted	7 July 2020	Chief Executive Officer	