

Aligned City Value/s	Approachable	Responsive	Transparent	Innovative
Responsible Directorate/s	Office of the Chief Executive Officer Community Development Directorate			
Responsible Business Unit/s	Governance Community Development			
Responsible Officer/s	Manager Governance Head of Community Engagement			
Affected Business Unit/s	All			

## Objective

The objective of this policy is to provide a consistent framework for the establishment and operation of Advisory and Working Groups to strengthen Council's informed decision-making process by valuing the local knowledge and perspectives within our diverse community.

## Scope

This policy applies to External Members of a Advisory or Working Group.

Although not formally established under the *Local Government Act 1995*, Advisory and Working Groups may be established to support the City's commitment to meaningful and inclusive community engagement.

The groups assist Council by:

- Providing advice on strategic issues and policy development aligned with Council priorities;
- Assisting in the development and implementation of key projects and initiatives; and
- Working with stakeholders to raise awareness and promote positive behaviour change within the community.

The membership and composition of a Advisory Group can range from only Elected Members through to only members of the community, or a combination of parties.

## Authority

Advisory and Working Groups must at all times recognise that primary responsibility for management of the City of Stirling rests with Council and the CEO, as provided by the *Local Government Act 1995*.

## Establishment

The establishment of a Advisory Group is to be by Council resolution. The CEO will establish Working Groups as required. Each Advisory and Working Group is to have a Terms of Reference.

## External Membership of an Advisory Group

Council endorses community representatives to Advisory Groups for a two-year term in-line with Local Government Elections. Organisations that have representatives appointed are contacted by the City to confirm these appointments for each term.

There are no statutory requirements governing the advertising of community roles. All community member appointments are advertised through several mediums, including the City's website. Existing members are informed of the date their current term expires and provided with a link to the nominations page on the City's website should they wish to renominate.

### **Applicant Requirements**

Membership applications to join one of the City's Advisory Groups are assessed against the below requirements:

1. Have demonstrated a commitment, interest or contribution to the community, topic or industry that has relevance to the purpose of the Advisory Group.
2. Be willing to serve the Committee or Advisory Group for the duration of the appointed term.
3. Understand and acknowledge the group's Terms of Reference
4. Accept the conditions as detailed within the relevant Advisory Group Terms of Reference, or as determined by Council.
5. Acknowledge that failure to observe the Terms of Reference, or any additional direction of Council during the term of the appointment, may result in the membership being terminated.

### **External Member Selection and Appointments**

All nominations are assessed by City Officers and the Executive Team. These nominations, any supporting documentation, and the list of recommended appointees are submitted to Council for endorsement.

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## **Definitions**

**CEO** means Chief Executive Officer of the City of Stirling and includes their authorised representatives.

**External Member** means a member of the community that is not an Elected Member or an Officer of the City.

**Employee** means an appointed employee of the City of Stirling who attends the meeting in the capacity to provide administrative support and where required, report to Council.

**Advisory Group** means a collection of people that meet to assist the City by making recommendations or forming views for the Administration to action or to be recommended to Council.

**Working Group** means a Working Group that is created by, and reports to the CEO on operational issues. A Working Group operates on informal, adhoc basis and formal minutes are not required. The CEO or their delegate may action recommendations from Working Groups. Termination of Working Groups will be at the discretion of the CEO.

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## **Relevant management practices/documents**

City of Stirling Code of Conduct  
Elected Member Code of Conduct  
*Community Engagement Policy*  
Access and Inclusion Plan  
Reconciliation Action Plan (RAP)  
Sustainable Stirling 2022–2032  
Customer Service Charter  
Customer Engagement Strategy

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## **Legislation/local law requirements**

*Local Government Act 1995*  
*Emergency Management Act 2005*

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date	5 July 2011	Resolution # 0711/010
Last reviewed	Date	26 August 2025	Resolution # 0825/045
Next review due	Date	2027	