

Description	A framework to provide guidance for the establishment and operation of council committees.
Responsible area	Governance
Version	One
Date approved/adopted	November 2025
Planned review date	Full review: 2029

## 1. Purpose

This framework supports Council in upholding good governance and effectively managing its various committees. It outlines how committees can be formed and defines the limits of their responsibilities and scope.

## 2. Scope

This framework applies to the operation of committees established by the Council which fall into one of the following categories:

- Advisory Committees
- Reference Groups

For the avoidance of doubt, this policy does not apply to:

- a delegated committee established under section 63 of the Act
- a joint delegated committee established under section 64 of the Act
- an Audit and Risk Committee established under section 53 of the Act
- a CEO Employment Matters Committee established under section 45 of the Act
- an external body or organisation to which Council is entitled or invited to appoint a delegate as its representative (e.g. South Melbourne Market Committee).

## 3. Definitions

Term	Definition
Act	The Local Government Act 2020
Advisory Committee	Means a group established by Council to provide expert advice and community input that informs strategic priorities under the Council Plan.
Committee Chair	Means the appointed leader of a committee, responsible for facilitating meetings, guiding discussions, and ensuring the committee operates effectively
Committee Administrator	Means the Council officers who provide administrative support, coordinate meetings, prepare agendas and minutes, and assist with reporting.
Committee member	Means an individual appointed to a committee who contributes expertise, insights, or community perspectives to support Council decision-making.

Consensus	A general agreement among a group of people or community
Council	Means the City of Port Phillip
Delegated Committee	Means a committee with delegated authority established under section 63 or a Joint Delegated Committee under section 64 of the Act
Reference Group	A subject-specific group established by Council to provide targeted advice on emerging issues, operating under a flexible governance model.
Relevant organisation	An external body, agency, business, or institution with expertise or interest in a committee's focus area, often represented through membership or consultation.
Working Group	A group established, with at least two relevant advisory committee members, to focus on a specific task or project.

## 4. Framework

The Local Government Act 2020 requires only an Audit and Risk Committee be established and maintained by local councils. All other committees are at the discretion of each council and are not required under legislation. The City of Port Phillip Council recognises the important role committees can play when it comes to engaging the community in council decision making.

Committees are established at the City of Port Phillip to assist the Council in achieving its community vision and priorities, by providing strategic advice based on their lived-experience insights. Council Committees have no delegated authority; they cannot make decisions or form policy on behalf of Council, cannot direct Council officers in the discharge of their responsibilities and are not responsible for expenditure.

Council's Committees and Reference Groups are to be seen as an adjunct to any community program and should not be interpreted as a sufficiently representative method of engagement for the affected persons or communities.

### Committee Types

Advisory Committees and Reference Groups are groups established by the City of Port Phillip to support Council in fulfilling its strategic and engagement objectives. These groups do not hold decision-making authority, cannot form policy on behalf of Council, and do not direct Council officers or manage expenditure. Their role is to provide advice, insight, and community perspectives on matters relevant to Council's priorities.

- Advisory Committees are established by Council to offer expert advice and alternate perspectives on a range of Council policies, strategies and projects that support the implementation of strategic priorities outlined in the Council Plan. Operating within a defined governance framework, they may include appointed Councillors and are supported by Council officers who provide guidance and administrative coordination. Committees report to Council through various channels, with an annual report serving as a key tool for transparency and accountability.
- Reference Groups are established by Council to offer subject-specific advice on defined topics or emerging issues. Each group is sponsored by a Councillor and operates under a more flexible governance model. With lighter resourcing and informal reporting, such as

verbal briefings and councillor notes, Reference Groups contribute targeted insights that inform policy development and community engagement.

### Summary of Advisory Committee and Reference Groups:

	Advisory Committees	Reference Groups
<b>Purpose</b>	Strategic input aligned with Council Plan	Subject-specific input for ongoing objectives
<b>Established By</b>	Council resolution	Council resolution
<b>Terms of Reference</b>	Endorsed by Council resolution	Endorsed by Council resolution
<b>Membership</b>	Endorsed by Council resolution	Endorsed by Council resolution
<b>Filling of casual vacancies approved by</b>	Responsible Manager	Responsible Manager
<b>Councillor Involvement</b>	Up to 2 Councillors members	Councillor Sponsor, with optional attendance
<b>Council Officer Support</b>	Formal support (8 hours/meeting)	Varies; typically less formal support
<b>Duration</b>	Reviewed with Council term (sunset clause)	Ongoing until dissolved by resolution
<b>Chair</b>	Committee Member	Reference Group Member
<b>Meeting Frequency</b>	Scheduled (max. 8 times/year)	Flexible, based on group needs
<b>Working Group (sub-committee)</b>	Yes	No

<b>Reporting to Council</b>	Annual report tabled at Council meeting Reports by Councillor Delegates Informal meetings of Council	Informal updates via Councillor and officers
<b>Record of Meetings</b>	Minutes approved by Chair	Meeting notes
<b>Engagement Role</b>	Community champions Co-design engagement approach to support broader reach of impacted communities	Technical, subject specific advice as required

## 4.1 Advisory Committees

Advisory Committees are established by Council resolution to support the achievement of strategic priorities outlined in the Council Plan. Committee members offer advice that complements the expertise of Council officers by contributing diverse perspectives and specialised knowledge. These Committees enhance decision-making by drawing on insights that may not otherwise be available through internal channels.

### 4.1 1 Establishment

Advisory Committees are to be established in the first year of the Council term, following the adoption of the Council Plan. An advisory committee can also be established at any time throughout the Council term. Prior to the establishment of any new Advisory Committee (not the continuation of existing committees), a report shall be prepared setting out the case for its establishment.

At a minimum, the report is to include:

- why it is required, its purpose and objectives
- a terms of reference for the committee
- the membership composition of the committee, including how a diverse range of experiences and views will be achieved
- any training costs (see below)
- consideration of travel reimbursement for members to/from meetings to support equity of participation and in-person attendance
- the resourcing (staffing and budget) implications of the committee's operation

### 4.1 2 Composition

Membership of Advisory Committees is to include:

- up to 2 Councillors
- 6 (minimum) to 12 (maximum) members of the Port Phillip community; including
  - o representatives of relevant organisations based in Port Phillip or serving the Port Phillip community (where possible)

Committee administrators are responsible for providing any necessary assistance to ensure barriers to participation in Council Committees are reduced.

In particular, the Committee Administrator shall ensure that selection processes and meeting arrangements do not discriminate against participants based on the protected characteristics set out in the Equal Opportunity Act 1994.

Examples of such assistance might include a flexible meeting schedule to suit participants, use of accessible venues, provision of support for languages other than English or assistance with transport to/from meetings.

### 4.1 3 Membership

#### **Role and selection of Councillors**

Council will appoint Councillor representation, by resolution, at the beginning of each Council term. By default, Councillors should remain as the Councillor Delegate for the respective Committees for the entirety of the term unless Council resolves to reassign appointments throughout the term.

The role of Councillors is to participate in the meetings and listen to stakeholder and community views (as relevant) and act as the spokesperson for the group when reporting back to Council.

Councillors who have not been appointed to the advisory committee by Council, may attend in an observer role only. An observing Councillor cannot actively participate in any discussion and may only speak if called upon by the Chair to speak.

#### **Role and selection of community members**

An Expression of Interest (EOI) process should be used to recruit committee members. Where possible, recruitment of committee membership should ensure diverse community representation. Where possible, recruitment will consider intersectionality by looking to include members with a diverse range of:

- Age
- Cultural identity
- Disability status
- Gender
- Geographic location (from across the municipality)
- Religion
- Sexual orientation
- Socio-economic background (education, employment, family makeup and housing status)

Where an EOI process does not yield the desired diversity of members (or is not suitable due to the purpose and specific membership requirement of the committee), a more targeted recruitment approach may need to be employed (via community specific channels) to ensure greatest community representation.

Representatives from organisations based in Port Phillip or serving the Port Phillip community should also be considered during the recruitment process.

Community members will be recommended by a panel comprising of the relevant level 4 manager and other officers who will assess applicants against selection criteria outlined during recruitment, ensuring consideration for diversity and intersectionality principles during the selection process.

The proposed Committee members will be recommended to Council via a report, with Council to provide final endorsement. Membership will be aligned with the Council term and be dissolved at the end of the term.

In event a committee is reconstituted, members may re-apply for consecutive terms, supporting knowledge continuity and deepening expertise over time. Re-appointments should be balanced with the recruitment of new members, allowing for fresh voices and ideas.

Casual vacancies which occur due to external members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process or running a new recruitment process for the remainder of the previous incumbents' terms. The relevant GM will have the authority to appoint a recommended candidate from a shortlist for the remainder of the previous incumbent's term.

Committee members on the Youth Advisory Committee must hold a valid volunteer Working With Children Check. It is recommended that members on other committees also hold a valid volunteer Working With Children Check.

In the event that any Advisory Committee seeks to appoint Committee members who are under the age of 18, all Committee members must hold a valid volunteer Working With Children Check.

Parent or legal guardian consent must also be received from any committee member who is under the age of 18.

External community representatives unable to attend a committee meeting are not able to nominate a proxy.

### **Role of Council Officers**

Council officers will provide operational support to committees by way of committee administration. Officers will be nominated by the relevant General Manager.

Council officers will only support committees by:

- Administration related to membership recruitment
- Coordinating meetings and venues
- Arranging meeting catering (where approved by relevant GM)
- Compiling and distributing meeting agendas
- Attending meetings and taking notes
- Drafting and distributing meeting minutes
- Support Councillors in reporting back to Council
- Support the production of the committee's annual report

Officer support should not exceed 0.1 FTE or 1 day/ fortnight.

Advisory Committees have no delegated authority. Officers supporting these committees are not to take direction from Councillors or individual committee members.

When there is a Councillor present, a level 3 or 4 Council officer from the respective service areas should be involved to support meeting facilitation and guide discussion.

### **Role and selection of the Chair and Deputy Chair**

The Council officer responsible for the Advisory Committee must facilitate the election of the Chair and Deputy Chair

At the first meeting of the Advisory Committee, the Council officer will invite nominations for the Chair and Deputy Chair positions

Voting must be carried out either by show of hands or via anonymous vote, with a simple majority of votes for each position.

In the interest of managing Councillor workloads and promoting professional development, independent community members should be appointed to the roles of Chair and Deputy Chair. In some instances, there may be the need for joint Chairs, one Councillor and one community member.

In the event independent community members do not want to be appointed to the roles of Chair and Deputy Chair, the Councillor delegate may be appointed to the role.

The positions are to be agreed to by all members and will be for a term of 12 months. The Chair and Deputy Chair positions shall be reviewed annually.

The Chair's responsibilities are to:

- Propose the meeting schedule to support forward planning of committee activities.
- Attend and chair all meetings of the committee.
- Ensure the committee's business is conducted in an orderly manner in compliance with its Terms of Reference
- Create a culturally safe environment.
- Encourage participation from all members present at the meeting.
- Direct any person to be excluded from a meeting for any item of business, for example, on grounds of confidentiality.
- Review and approve the committee's minutes.

#### 4.1 4 Committee Operation

At its first meeting, the committee must adopt a Terms of Reference containing a clearly defined purpose and scope. Once endorsed by the committee, the Terms of Reference must then be endorsed by Council. The committee must always operate in accordance with its Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.

##### Meeting Schedule

As a guide, meetings should be held every six weeks to 3 months (a maximum of eight meetings per year). This is aimed at balancing operational resourcing and Councillor time commitments.

The schedule of meetings will be agreed upon at the first meeting of the Committee following the annual appointments of Councillors to Committees. Scheduling must consider the availability of members to enable the majority of committee members to regularly attend. This includes scheduling meetings out-of-business hours if agreed to by the committee.

Committees may hold an annual planning session to develop a work plan for the coming year, that has clear alignment with Plan for Port Phillip and any relevant strategies and policies. This planning session may be additional to the permissible maximum of eight meetings per year.

Provisions should also be made to be able to host committee meetings in a 'hybrid' style (via Teams) to enable members to join remotely if they are unable to attend meetings in person.

Extraordinary meetings (outside the agreed schedule of meetings) may be called by the Chair to discuss an item that cannot reasonably be deferred to the next meeting (e.g. pressing deadline).

##### Meeting Procedure

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member
- Encourage fair and reasonable discussion, participation and respect for each other's views
- Focus on the relevant issues at hand, staying within the scope as outlined in the Committee's Terms of Reference; and
- Identification and management of any conflicts
- Provide advice to Council as far as possible on a consensus basis where possible.

**Voting and quorum**

While recommendations should generally be developed through consensus, there may be times when voting is required to settle on a position relating to a particular recommendation. When this occurs, the differing opinions and votes for and against should be clearly expressed in the minutes of the meeting. All members shall have full and equal voting rights unless a member is unable to vote due to a conflict of interest.

A quorum of any meeting will be at least three independent members (which may include the Chairperson) and at least one Councillor. If more than 50 percent of active committee members are absent, the Chair or Deputy Chair may elect to reschedule the meeting or conduct the meeting with present members, recording absences in the minutes.

**Agendas and Minutes**

Compiling the agenda for a meeting of an Advisory Committee will be undertaken by the Council officers providing administrative support to that Committee, with final approval of the agenda by the Chair of the Committee.

- any member of the Committee may submit an item for inclusion on the agenda of a committee meeting through the Council officer providing administrative support to the Committee.
- the item must be submitted in writing (in hard copy or e-mail), at least seven business days prior to the date of the scheduled meeting.
- agendas and supporting documents will be circulated to all Committee members five business days prior to the date of the scheduled meeting.

Minutes of the meetings will be taken by a Council officer. The draft minutes must be:

- submitted to the Chair for confirmation within 10 working days of the meeting;
- distributed to all Committee members following confirmation from the Chair

The minutes must:

- contain details of the proceedings and recommendations made
- be clearly expressed
- be self-explanatory
- incorporate relevant reports or a summary of the relevant reports considered by the committee; and
- minutes of meetings can be tabled at any Council Meeting during agenda item 'Reports by Councillor delegates'

**Subcommittees and Working Groups**

Subcommittees may not be established.

A Working Group may be established, for a defined period and with a defined scope, to support the delivery of a specific task or project, for example annual Seniors Week. A working group will comprise at least two representatives of the respective advisory committee as part of the group. The working group may comprise additional members outside of the appointed advisory committee who have the required skills necessary to support the delivery of the task/project.

Working Groups will not act independently of the advisory committee and will report back into the respective advisory committee as the formally established body. Officer resourcing is not required to support working groups.

**Public Attendance at Meetings**

The advisory committee is not required to give public notice of its meetings, and its meetings are not open to the public. The Committee may invite observers to meetings from time to time. This is at the

discretion of the Chair. Guests with relevant expertise or lived experience may also be invited to attend and participate at meetings; this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Chair.

#### 4.1 5 Budget and Remuneration

**Committee Budgets:** Any budgetary allocation is at the absolute discretion of the relevant General Manager who is responsible for the Advisory Committee. This may include budget for venue hire (external) and catering. Budget must not be used for the payment of fees for external members or presenters.

**Remuneration:** As a general rule, no remuneration will be paid to independent committee members. Council may resolve to remunerate independent committee members via the Council report requesting the establishment of the committee. Councillors appointed to advisory committees are entitled to claim expenses in line with the Councillor Expenses and Support Policy.

**Budget submissions:**

Advisory committees may provide feedback as part of the annual budget bid process via HaveYourSay. Budget feedback provided by advisory committees will be treated in the same way as any other community budget feedback.

#### Conduct and Conflicts

Committee Members are expected to support the objectives of the Committee and participate in meetings in a positive and constructive manner. In performing the role of Advisory Committee member, a person must:

- Act with integrity
- Impartially exercise their responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information

Committee Members who are repeatedly unable to agree with or support the advice of the Committee are advised to consider their ongoing membership of the Committee. The Chair may also terminate the term of a committee member, in consultation with the relevant Council officer, if a committee member is not complying with expected values and behaviours.

The Councillor Model Code of Conduct and Employee Code of Conduct applies to respective Councillors and council officers.

#### ***The conflict of interest and confidentiality provisions in the Local Government Act 2020 apply to all members.***

Councillors are required to disclose conflicts of interest in accordance with:

- Part 6, Division 2 of the Local Government Act 2020 (Vic) and
- Chapter 5 of the Governance Rules

Where an external community member has a conflict of interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. The external community member must then leave the meeting until the matter is dealt with. Disclosure must include the nature of the interest and be recorded in the meeting minutes.

#### 4.1 6 Role in Community Engagement

Council's Committees are to be seen as an adjunct to any community program and should not be interpreted as a sufficiently representative method of engagement for the affected persons or communities.

Advisory Committees can be engaged during the co-design of the engagement approach (where relevant), ensuring the approach reaches the most under-represented people within the community. This is aimed at enabling the advisory committee members to be 'community champions' for the respective policy, project or strategy for which the community is being consulted on.

Advisory committee members will then be invited to engagement activities alongside the broader community, rather than being provided with exclusive opportunities to provide input, supporting equity within the community.

#### 4.1 7 Committee Administration

##### Governance

Advisory Committees operate under an adopted terms of reference, drafted in accordance with the Council Committee Framework. The Terms of Reference sets out the purpose, scope and objectives of the group's activities as well as any specialist skills, lived experience and knowledge requirements for membership. Membership will be appointed by Council resolution.

##### Reporting

There are three mechanisms for Advisory Committees to report back to Council:

- Annual Report: Advisory Committees must present an Annual Report to Council which highlights the achievements of the Committee throughout year in line with the Committees objectives outlined in their Terms of Reference. A combined Annual Report is encouraged for advisory committees that sit within the same responsible division.
- Reports by Councillor Delegates: A Councillor may request support from the committee's supporting officer in drafting a report to table at a Council meeting. Such a report should include any notable activities and highlights from recent committee meetings as well as the respective minutes from these meetings.
- Informal meetings of Council: Committees are encouraged to work with their respective Council support officer to present to the Councillor group. This may include:
  - o Inviting all Councillors to a committee meeting or;
  - o A presentation to Councillors on a Council business day

##### Committee lifecycle

As Advisory Committees exist for the purposes of achieving priorities set out in the Council plan, they have a sunset clause, with membership being dissolved at the end of each council term.

Governance will brief Councillors on Advisory Committees at the start of each new Council term to seek guidance for the advisory committee model for the term.

Council may resolve to dis-establish a committee at any time if it is deemed to no longer serve a relevant function.

#### 4.2 Reference Groups

Reference Groups are established by Council resolution to provide specialised advice aligned with ongoing objectives. Comprised of members with recognised subject matter expertise, typically

gained through formal education, professional experience, or technical proficiency. These groups contribute focused insights towards ongoing subject-specific objectives.

#### 4.2.1 Establishment

Reference Groups may be established at any time. Prior to the establishment of any new Reference Groups (not the continuation of existing groups), a report shall be prepared setting out the case for its establishment.

At a minimum, the report is to include:

- why it is required, its purpose and objectives;
- a draft terms of reference for the committee;
- the proposed membership composition of the group, including how the membership will help support the groups objectives; and
- the resourcing (staffing and budget) implications of the committee's operation

#### 4.2.2 Composition

Membership of Reference Groups is to include:

- up to 1 Councillor (optional)
- 6 (minimum) to 12 (maximum) members of the Port Phillip community including:
  - o representatives of relevant organisations based in Port Phillip or serving the Port Phillip community (where possible)

Committee administrators are responsible for providing any necessary assistance to ensure barriers to participation in Council Committees are reduced.

In particular, the Committee Administrator shall ensure that selection processes and meeting arrangements do not discriminate against participants based on the protected characteristics set out in the Equal Opportunity Act 1994.

Examples of such assistance might include a flexible meeting schedule to suit participants, use of accessible venues, provision of support for languages other than English or assistance with transport to/from meetings.

#### 4.2.3 Membership

##### Role and selection of Councillors

Councillor appointments to reference groups is optional. Instead, Reference Groups will have a nominated Councillor sponsor, by resolution, at the beginning of each Council term. By default, Councillors should remain as the Councillor sponsor for the entirety of the term unless Council resolves to reassign appointments throughout the term.

The role of Councillors is to participate in the meetings and listen to stakeholder and community views (as relevant) and act as the spokesperson for the group if there is a requirement to report back to Council.

##### Role and selection of community members

Recruitment of Reference Group members will be via a public Expression of Interest process (EOI) Where possible, recruitment should support intersectionality by looking to include members with a diverse range of:

- Age
- Cultural identity
- Disability status

- Gender
- Geographic location (from across the municipality)
- Religion
- Sexual orientation
- Socio-economic background (education, employment, family makeup and housing status)

Representatives from organisations based in Port Phillip or serving the Port Phillip community should also be considered during the recruitment process.

Community members will be recommended by a panel comprising of the relevant level 4 manager and other officers who will assess applicants against selection criteria outlined in the recruitment, ensuring consideration for diversity and intersectionality principles during the selection process.

The proposed group members will be recommended to Council via a report, with Council to provide final endorsement.

Members may nominate for successive terms without restriction, supporting knowledge continuity and deepening expertise over time.

Casual vacancies which occur due to external members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process or by conducting a new process for the remainder of the previous incumbents' terms. The relevant Manager will have the authority to appoint a recommended candidate from a shortlist for the remainder of the previous incumbent's term.

In the event that any Reference Group seeks to appoint group members who are under the age of 18, all group members must hold a valid volunteer Working With Children Check.

External community representatives unable to attend a committee meeting are not able to nominate a proxy.

### **Role of Council officers**

Council officers will provide operational support to groups by way of committee administration. Officers will be nominated by the relevant General Manager.

Council officers will only support committees by:

- Administration related to membership recruitment
- Coordinating meetings and venues
- Arranging meeting catering (where approved by relevant GM)
- Compiling and distributing meeting agendas
- Attending meetings and taking notes
- Drafting and distributing meeting minutes
- Support Councillors in reporting back to Council (if required)

Officer support should not exceed 0.05 FTE or 1 day/ month.

Reference Groups have no delegated authority. Officers supporting these committees are not to take direction from Councillors or individual committee members.

When there is a Councillor present, a level 4 Council officer from the respective service areas should be involved to support meeting facilitation and guide discussion.

### **Role and selection of the Chair and Deputy Chair**

As per the process for Advisory Committees. See above.

#### 4.2.4 Committee Operation

At its second meeting, the group must adopt a Terms of Reference containing a clearly defined purpose and scope. Once endorsed by the committee, the Terms of Reference must then be endorsed by Council. The committee must always operate in accordance with its Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.

##### Meeting Schedule

Reference Group meetings will be held as required. This may be as few as two meetings per year, not exceeding eight meetings per year. Scheduling must consider the availability of members to enable the majority of committee members to regularly attend. This includes scheduling meetings out-of-business hours if agreed to by the committee.

Provisions should also be made to be able to host committee meetings in a 'hybrid' style (via Teams) to enable members to join remotely if they are unable to attend meetings in person.

#### 4.2.5 Meeting Procedure

As per the process for Advisory Committees. See above.

#### 4.2.6 Agendas and Minutes

As per the process for Advisory Committees. See above.

#### 4.2.7 Public Attendance at Meetings

As per the process for Advisory Committees. See above.

#### 4.2.8 Budget and Remuneration

As per the process for Advisory Committees. See above.

#### 4.2.9 Conduct and Conflicts

As per the process for Advisory Committees. See above.

#### 4.2.10 Role in Community Engagement

As per the process for Advisory Committees. See above.

#### 4.2.11 Committee Administration

##### Governance

Reference Groups operate under an adopted terms of reference, drafted in accordance with the Council Committee Framework. The Terms of Reference sets out the purpose, scope and objectives of the group's activities as well as any specialist skills, lived experience and knowledge requirements for membership. Membership will be appointed by Council resolution.

##### Reporting

Formal reporting for Reference Groups is not required. Officers supporting reference groups are encouraged to submit Councillor Notes to make Councillors aware of any group activities or highlights. Reference Groups may also invite their nominated Councillor sponsor to a group meeting to present on a particular topic, or to report back to council.

##### Group lifecycle

Reference Groups exist for the purposes of achieving ongoing objectives as set out in the group's respective Terms of Reference. As such there is no sunset clause.

Council may resolve to dis-establish a committee at any time if it is deemed to no longer have a relevant function.

## 5 Responsibilities

Party	Roles and Responsibilities
Council	<ul style="list-style-type: none"> <li>Approval of the establishment of Advisory and Reference Groups</li> <li>Appointment of members to Advisory and Reference Groups</li> <li>Consideration of continuation of established Advisory Committees</li> <li>Consideration of establishment of new Advisory Committees</li> <li>Recission of Reference Groups</li> </ul>
Individual Councillors	<ul style="list-style-type: none"> <li>Attend meetings in a listening capacity</li> <li>Support meaningful engagement of the group</li> <li>Bring committee/ group advice, insights and feedback to the broader Council</li> </ul>
Relevant Manager	<ul style="list-style-type: none"> <li>Appointment of members to advisory committees in event of a casual vacancies</li> </ul>
Level 3/4 Council Officer	<ul style="list-style-type: none"> <li>Support admin officers and help guide discussion at meetings when Councillor present</li> </ul>
Committee Administrators	<ul style="list-style-type: none"> <li>Administrative support to the group</li> </ul>
Governance Team	<ul style="list-style-type: none"> <li>Annual desktop review of existing groups/committees</li> <li>Advisory Committee structure recommendation at the commencement of each Council term</li> </ul>
Committee Members	<ul style="list-style-type: none"> <li>Adherence to the respective committee/group terms of reference</li> </ul>
Chair	<ul style="list-style-type: none"> <li>Attend and chair all meetings of the committee or group</li> </ul>

## 6 Relevant Documents

<p>Legislation</p> <ul style="list-style-type: none"> <li>Local Government Act 2020</li> <li>Equal Opportunity Act 1994</li> <li>Royal Commission into Victoria's Mental Health System</li> </ul>
<p>Council Documents</p> <ul style="list-style-type: none"> <li>Plan for Port Phillip 2024 - 2025</li> <li>Community Engagement Policy</li> <li>Committee/Group Terms of Reference</li> </ul>