



**IMPLEMENTATION ADVISORY GROUP  
TERMS OF REFERENCE**

**July 2016**

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<b>Title:</b>	Implementation Advisory Group Terms of Reference
<b>Date of Issue:</b>	18 July 2016
<b>Date of Adoption:</b>	14 July 2016
<b>Version:</b>	1
<b>Contact Officer:</b>	Administrator
<b>Main Legislative or Regulatory References:</b>	<i>Local Government Act 1993</i>
<b>Related Inner West Council Policy:</b>	Code of Conduct
<b>Amendment History:</b>	N/A
<b>Review Dates:</b>	N/A

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## Implementation Advisory Group

### 1 ROLE

1.1 The role of the Implementation Advisory Group (IAG) is to provide advice to the Administrator on implementing the new council including:

- Input into preparation of the Inner West Council Implementation Plan;
- Assisting to monitor delivery of the Implementation Plan;
- Input to development of any policies, strategies and positions of the new council;
- Coordination of advice on key projects and issues impacting the Inner West Council area; and
- Roll out of the Stronger Communities Fund.

Individual IAG members will also attend community and civic events as appropriate.

The functions of the Advisory Group will be guided by the principles of good governance<sup>1</sup> including:

- **Participatory** – all members can take part.
- **Consensus oriented** - members work towards agreement.
- **Respect** – members treat each other fairly and with respect.
- **Accountable** – members are responsible for their actions, opinions and contributions.
- **Transparent** – members are honest, open and can show evidence of the way they work, including keeping notes and records.
- **Responsive** – members respond to changes positively.
- **Effective and efficient** – members work well, producing results in a timely manner.
- **Equitable and inclusive** – everyone is treated equally and feels included.
- **Law abiding** - members obey the law.

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<sup>1</sup> Good Governance Advisory Board (2004) *Good Governance Guide*

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## **2 MEMBERSHIP**

### **2.1 Members**

Immediate former Mayors and Deputy Mayors of Ashfield, Leichhardt and Marrickville – appointed by Administrator.

### **2.2 Chairperson**

Nomination of the Chairperson is to be by show of hands.

Chairperson is to be elected by the Committee Members of the IAG at the commencement of each meeting. Election to be by show of hands.

The role of the Chairperson is to ensure the meeting is in accordance with the Model Code of Conduct and all issues on the Agenda are dealt fairly and in a timely manner.

### **2.3 Other Members**

The Administrator will attend meetings as well as the Interim General Manager and other senior council staff as required.

### **2.4 Proxy**

No voting by proxy is permitted. Only members present at the meeting may participate in voting on any matter before the IAG.

### **2.5 Term of Membership**

The term of membership will be up until 8 September 2017.

### **2.6 Casual Vacancy – Advisory member**

The Administrator may fill any casual vacancies with another appointment (as required).

### **2.7 Quorum**

The quorum for the IAG is three (3) members.

The Chair shall adjourn the meeting after 30 minutes if a quorum does not exist.

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### **3 DELEGATION**

The IAG has no executive powers, except those expressly provided by the Administrator. In carrying out its responsibilities, the IAG must at all times recognise that primary responsibility for management of the Council rests with the Administrator and the Interim General Manager as defined by the *Local Government Act*.

### **4 RESPONSIBILITIES OF MEMBERS**

#### **4.1 Members of the IAG are expected to:**

- Demonstrate an ongoing commitment to the success of the Inner West Council.
- Comply with Council's Code of Conduct.
- Understand the relevant legislative and regulatory requirements appropriate to Inner West Council.
- Contribute the time needed to study and understand the papers provided.
- Apply objectivity and good judgment.
- Express opinions frankly and ask questions that go to the fundamental core of issues.
- Maintain confidentiality of any information provided which has been identified confidential in nature.

#### **4.2 Conflicts of Interest**

Members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at IAG meetings are deemed to have a real or perceived conflict of interest, it is appropriate they be excused from the IAG's deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Administrator.

#### **4.3 Absence from Meetings**

A member (other than the Administrator or Interim General Manager) ceases to be a member of the IAG if the member:

- has been absent from 3 consecutive meetings without having given reasons acceptable to the Administrator for the member's absences, or
- has been absent from at least half of the meetings of the IAG held during the immediately preceding year without having given to the Administrator acceptable reasons for the member's absences.

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## **5 MEETINGS**

### **5.1 Frequency**

The IAG will meet at least monthly and meetings be held on the 2<sup>nd</sup> Thursday of each month. This may include workshops or additional meetings of the IAG (as required). Meetings will commence at 6.30pm and are to be concluded by no later than 8.30pm at the designated meeting venue, unless there is a substantial meeting agenda which necessitates additional time.

### **5.2 Agenda and Minutes of the Meetings**

- An agenda for each meeting and supporting papers will be circulated no less than three (3) working days before each meeting.
- Agendas shall be published on Council's website prior to the meeting.
- Full and accurate minutes of any decisions made will be prepared and circulated to each member as soon as practicable.
- Proceedings of meetings will be recorded for the purpose of accurate minute taking.
- All Minutes are to be reported to the Administrator for adoption.
- All IAG minutes shall be published on Council's website within five (5) working days of completion or adoption by Council.

## **6 COMMUNICATION**

- Members of the IAG are not permitted to speak on behalf of Council to the media as the Administrator is the designated media spokesperson for the Council.

## **7 REMUNERATION**

Members will be remunerated at a rate equal to their remuneration as a former Mayor or Councillor.

## **8 COUNCIL POLICIES**

Each member of the Committee(s) shall be supplied with a copy of Council's Code of Conduct, Terms of Reference and any related Policy applicable to the operation of the Committee(s). The conduct of each Committee(s) members will be consistent with the principles outlined in these documents and any breach of the Code of Conduct will be dealt with in accordance with the provisions outlined in the Code.