

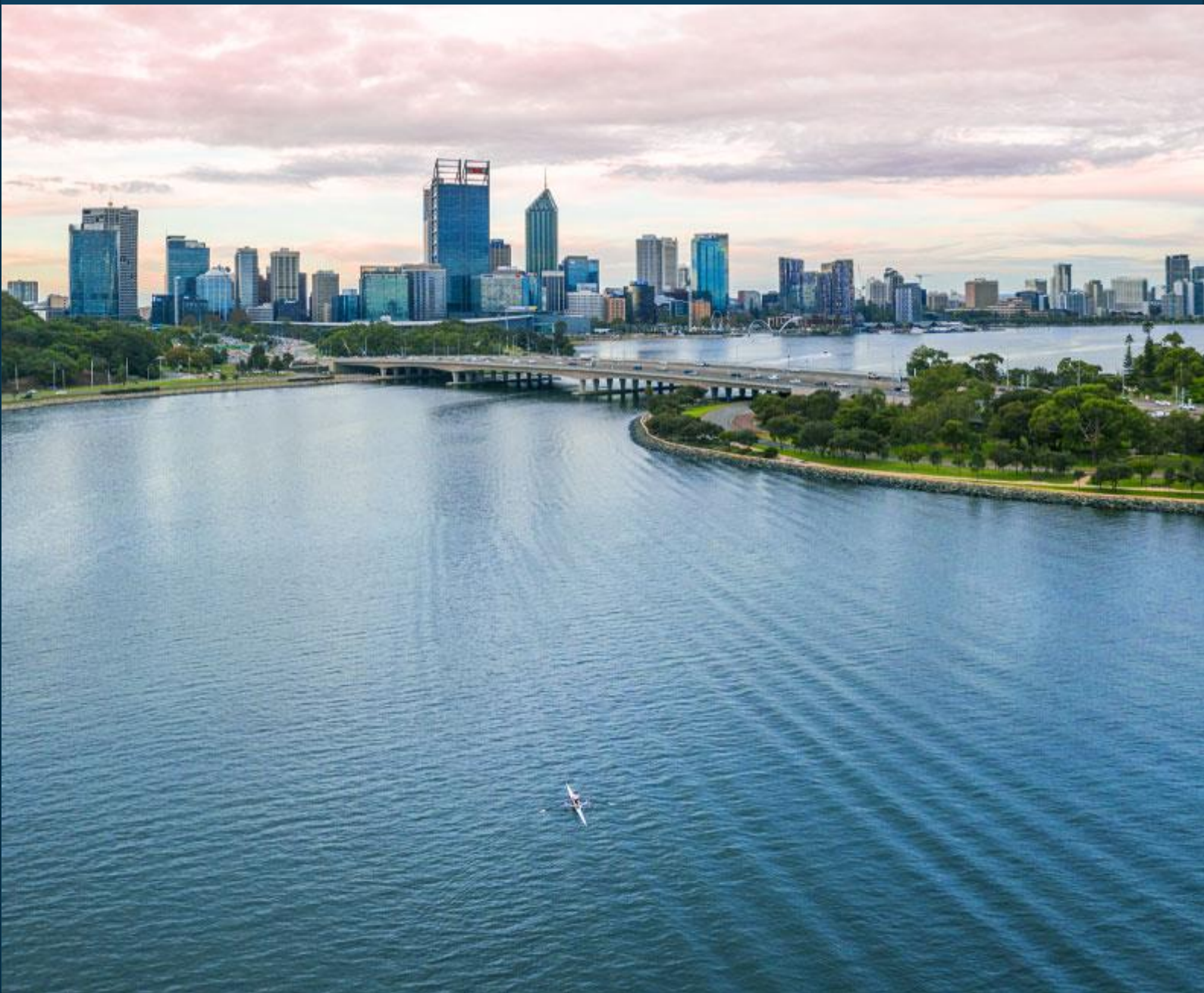


City of Perth

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# Terms of Reference

Access and Inclusion Advisory Group



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## **Acknowledgement of Country**

The City of Perth kadij kalyakool moondang-ak kaaradj midi boodjar-ak ngala nyininy, Wadjak Noongar yoongar wer bandany Aboriginal yoongar yooarme boodjar-ool. Ngalang woola Boorloo wer Derbal Yerrigan kalyakoorl, wongin kadadjiny wer, wirn-yoodan. Ngalang kadij Birdiya koora wer yeyi moondang-ak kaaradjiny.

The City of Perth acknowledges the traditional custodians of the land we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands. We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo (Perth) and the Derbal Yerrigan (Swan River).

# 1. General

## 1.1. Background

In July 2021, the City of Perth launched its Equity, Diversity and Inclusion Framework. The Framework includes guiding principles that provide structure for an all of City approach which will help address the barriers preventing full community participation for marginalised groups. The framework is underpinned by the City's Disability Access and Inclusion Plan, Reconciliation Action Plan and the LGBTQIA+ Plan.

More broadly, the City of Perth's Strategic Community Plan 2022 - 2032 (SCP) and Social, Health and Wellbeing Strategy 2023 – 2033 recognise that community and cultural participation encourages social inclusion, engagement and interaction for individuals and supports community wellbeing and 'liveability' in the city.

To support the implementation of these documents, the City established four Advisory Groups, the oldest of which is the Access and Inclusion Advisory Group (AIAG) which has been providing advice to the City on equity, access and inclusion issues since 1998.

The Advisory Groups provide a forum for discussion and consultation with people of lived and/or professional experience of equity, diversity and inclusion and cultural issues for the City of Perth community to support the City, and thereby the community, on these matters.

## 1.2. Advisory Group purpose and objectives

The function of all City of Perth Advisory Groups is to provide advice and facilitate communication, consultation and two-way engagement with representatives of key stakeholder groups.

The overall purpose of the Access and Inclusion Advisory Group is as an engagement forum on matters relating to Equity, Diversity and Inclusion, with particular focus on the Disability Access and Inclusion Plan and associated initiatives.

More specifically, the objectives of the Access and Inclusion Advisory Group are:

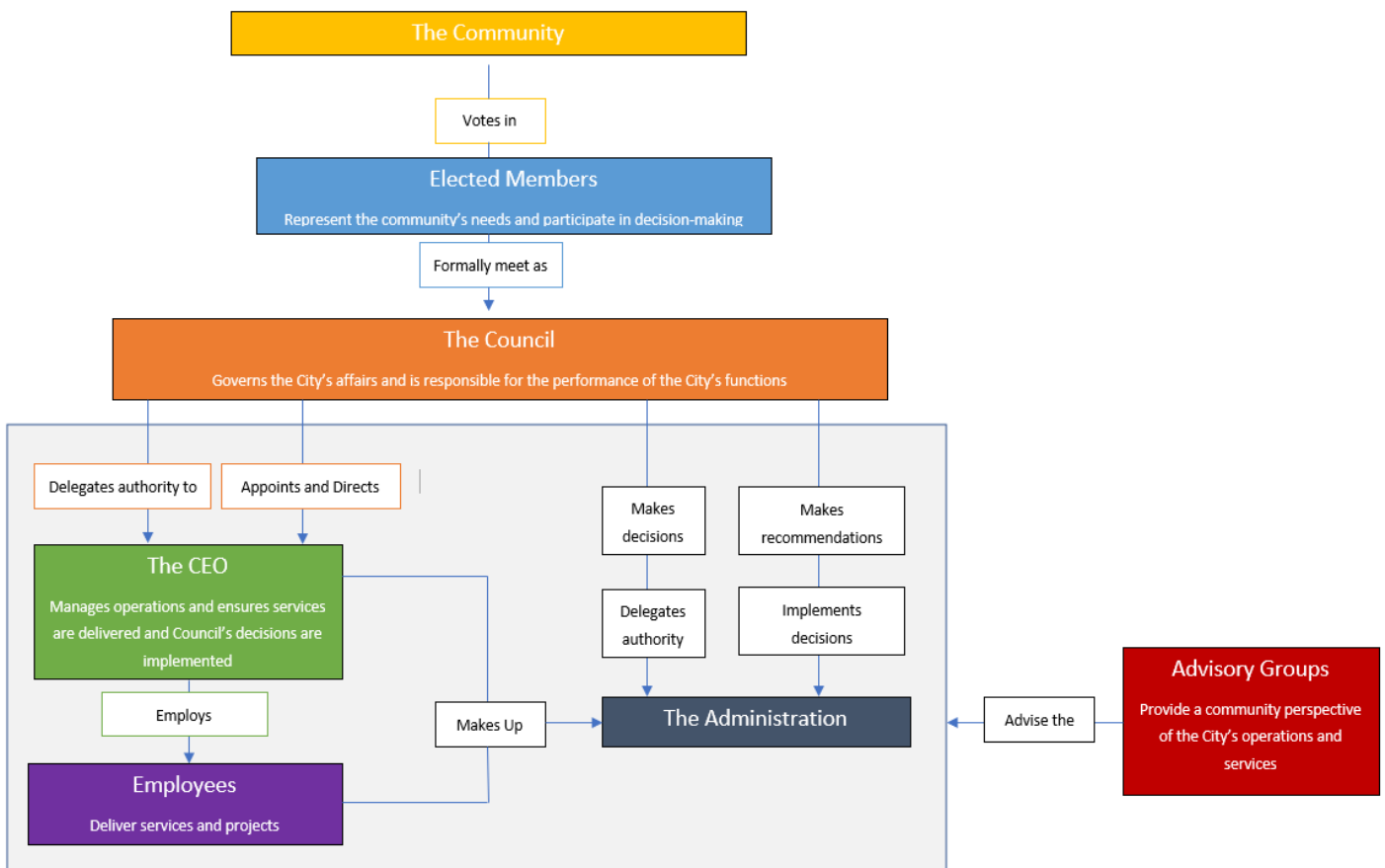
- To offer advice and feedback to the City through an integrated approach to equity, diversity and inclusion;
- Provide an opportunity for open discussion and engagement regarding relevant City initiatives and activities;
- To monitor progress against the relevant Plan;
- Advocating for the needs of the access and inclusion communities and relevant cultural stakeholders;
- Making recommendations to the City of Perth on matters that are relevant to access and inclusion;
- Provide advice on proposed ideas, programs, services and activities within the City's role and sphere of influence

### 1.3. Decision-making

Advisory groups are not a decision-making body. These groups act in an advisory capacity to the City of Perth administration, representing the views and priorities of their respective communities on matters relevant to them (see Figure 1).

However, Advisory Groups can endorse a group position that is noted in the minutes. An endorsed position will require over 50% of members attending the meeting to agree on the Group position for it to be noted as such in meeting minutes.

Figure 1 Illustration of the relationships between the Advisory Group, the City of Perth Administration and City of Perth Council.



## 2. Membership

### 2.1 Membership composition

Membership will consist of twelve to fifteen community members.

The group must include a minimum of 50% membership from City of Perth residents. The remaining 50% must represent people who demonstrate connection to the City of Perth, or represent organisations who provide relevant services to residents, businesses and/or visitors of the City of Perth.

Diversity will be prioritised in the composition of the group to ensure it is representative of the community and to encourage a broad range of perspectives, ideas and recommendations.

Membership of the group shall comprise of the following persons:

- Community members with disability
- Individuals who care for people with a disability, and either reside within, or regularly visit the City of Perth
- Individuals who work with or represent people with disability on a professional level

A representative from the following organisations will be invited to participate as a member of the Access and Inclusion Advisory Group:

- Department of Communities (previously known as the Disability Services Commission); and
- Chamber of Commerce and Industry WA.

The following qualities will also be considered when evaluating potential members for the Group:

- Experience working in teams, with community groups, boards or organisations
- Knowledge, living or lived experience relative to the purpose and objectives of the group as outlined in section 1.2
- Experience as an active change agent in equity, diversity and inclusion matters in their relevant community

### 2.2 Member appointment

New advisory group members will be recruited by the City, as and when needed to maintain the minimum membership numbers.

The City will advertise for expressions of interest for no less than two weeks. Applications addressing the requirements outlined in section 2.1 can be submitted in writing or other agreed upon medium (e.g. video addressing criteria).

At the close of the application period, applications will be assessed based on:

- The prospective members relevant qualifications and/or experience; and
- The required membership composition as outlined in section 2.1



Applicants may be interviewed as part of the selection process.

Note that the following are precluded from the assessment as potential Advisory Group Members:

- Current City of Perth Elected Members
- If an individual has previously been terminated from a City of Perth Advisory Group (other than for Elected Member status).

Advisory Group Members are appointed in writing by the Chief Executive Officer (CEO) of the City.

## **2.3 Maximum tenure**

The maximum tenure for advisory group membership is two years, however, the City may invite existing members to reapply at the end of the term. Nevertheless, the positions must be advertised in accordance with clause 2.2, and the outgoing community members application will be assessed against any new applications that are received.

## **2.4 Resignation**

Members can resign from the Group at any time by providing a written notice of resignation to the City of Perth CEO. Resignations will be formally recorded in the minutes of the next Group meeting.

Should a Chairperson resign, this will trigger a vote at the next meeting for a new chairperson.

## **2.5 Termination of membership**

- a. Advice from members of the Advisory Group should be, and perceived to be, impartial and independent. Therefore, membership to all City of Perth Advisory Groups is automatically terminated upon commencement as an Elected Member at the City of Perth.
- b. A member's position in the group may be considered for termination if:
  - i. A member fails to attend two consecutive strategic Advisory Group meetings without prior explanation (refer to section 4.1 for meeting types)
  - ii. A member fails to abide by the City of Perth's Advisory Group Member Handbook. If this occurs, the group member must be provided with:
    - Written notice of their proposed termination
    - Fourteen days to respond to the notice

If no response is received within this period, their position as an Advisory Group member is automatically terminated.

If a response is received from the community member within fourteen days but the Chief Executive Officer of the City is still of the opinion that the group member has breached the Advisory Group Member Handbook, the CEO must inform the group member in writing that their membership has been terminated. This decision is at the sole discretion of the CEO.

All terminations will be recorded in the minutes of the following Group meeting.

## 3. Roles, responsibilities and limitations

### 3.1 Advisory Group Members

#### 3.1.1 Responsibilities: Advisory Group Members

Each member of the Group is responsible for the below.

- a. Understanding their role as outlined in the Terms of Reference
- b. Understanding the Purpose and Objectives as outlined in Section 1.2
- c. Reviewing and agreeing to the Advisory Group Member handbook
- d. Attending meetings or advising the City at least two working days prior to the commencement of the meeting if unable to attend
- e. Reviewing provided material to enable informed discussion at Group meetings
- f. Participating in a collaborative manner ensuring a climate of mutual support, trust, respect and courtesy are maintained and all communication is inclusive and non-discriminatory
- g. Respecting and maintaining privacy of confidential matters discussed or exchanged during meetings
- h. Promoting the Group amongst their networks and the relevant community.
- i. Disclosing any conflicts of interest\* prior to discussing relevant matters at Group meetings

#### \* Further information on disclosures of interest

Members who have a financial or non-financial interest in any matter with which the Group is concerned must disclose the nature and extent of the interest as soon as possible. Preferably, such disclosures will be made to [cmsinbox@cityofperth.wa.gov.au](mailto:cmsinbox@cityofperth.wa.gov.au) before the commencement of the relevant Group meeting.

However, disclosures can also be made verbally during Advisory Group meetings, immediately before the relevant agenda item is discussed.

All disclosures of interest must be recorded in the meeting minutes.

Members with a financial interest or a significant non-financial interest in any matter with which the Group is concerned must excuse themselves from the meeting whilst the matter is being discussed or considered. Any departures and re-entries must be recorded in the meeting minutes.

#### 3.1.2 Responsibilities: Sub-Groups and Group Representation

If sub-groups *of the Advisory Group* are formed to discuss matters relative to the whole group or related projects, progress and outcomes will be reported back to the group and recorded in minutes.

Where a member is nominated *by the Advisory Group* to represent the Group externally, progress and outcomes must be reported back to the group and recorded in minutes.



### **3.1.3 Responsibilities: Meeting Chair**

A City of Perth Officer will facilitate regular meetings and perform the role of meeting chair. Responsibilities include:

- a. Ensuring meetings are kept to the allocated time.
- b. Preserving good order and decorum.
- c. Ensuring each attendee (whether in person or online) has an opportunity to express their opinions on agenda items.

### **3.1.4 Limitations: Advisory Group Members**

Advisory groups act in an advisory capacity only and have no delegated authority.

Members of the Advisory Groups must not:

- a. Use the City's Crest or Logo.
- b. Give directives regarding the City's procedures and processes.
- c. Liaise with the media in their capacity as group members or on behalf of the City. All media contact shall be referred to the City of Perth Corporate Communications team, via: [chief.executive@cityofperth.wa.gov.au](mailto:chief.executive@cityofperth.wa.gov.au).

## **3.2. The City of Perth**

### **3.2.1 Responsibilities: The City**

The City provides full support to the Advisory Groups. This includes:

- a. Administrative tasks associated with Advisory Group meetings including but not limited to:
  - Sending meeting invitations
  - Preparing agendas and item presentations
  - Booking meeting facilities
  - Minute taking, CEO approval processes and circulation of minutes and agendas
- b. Ensuring Advisory Group meetings are universally accessible, including the provision of Auslan interpreters, adequate facilities and conversion documents, where relevant.

The City of Perth will invite Advisory Group members to City of Perth led events where appropriate.

### **3.2.2 Limitations: The City**

The City will not speak publicly on behalf of, or as a representative of the group, or represent the interests and perspectives of the group on specific topics outside of the endorsed plans without prior agreement. Any such agreement will be included in meeting minutes.

## 4. Meetings

### 4.1 Meeting type and frequency

Each Advisory Group will have four meetings a year, with two of the meetings giving an update on progress against the relevant plan.

### 4.2. Duration

Meetings will generally run for a period of two hours to allow adequate time to cover all agenda items. If a meeting is estimated to exceed two hours in length, prior written notice of this must be sent to the Group members at the time of circulating the meeting agenda.

Workshops may vary in length depending upon the consultation; however, the workshop invitation will state start and finish times.

### 4.3. Proxies

Organisational members have an approved proxy as part of the selection process to join the Advisory Group.

However, individual members of the Group cannot nominate a proxy to attend a meeting or workshop if they are unable to attend themselves.

However, if a member is unable to attend, they can send through their comments on agenda items being presented at the Group meeting. Such comments must be submitted to [CMSInbox@cityofperth.wa.gov.au](mailto:CMSInbox@cityofperth.wa.gov.au) at least three business days prior to the scheduled meeting.

Members can virtually attend meetings, however prior notification must be provided for remote access with sufficient time (24 hours) prior to the scheduled meeting if remote access has not already been provided for in the meeting invitation.

### 4.4 Agendas

The meeting agenda will be prepared by the City and distributed to the Group members at least five days prior to the scheduled meeting.

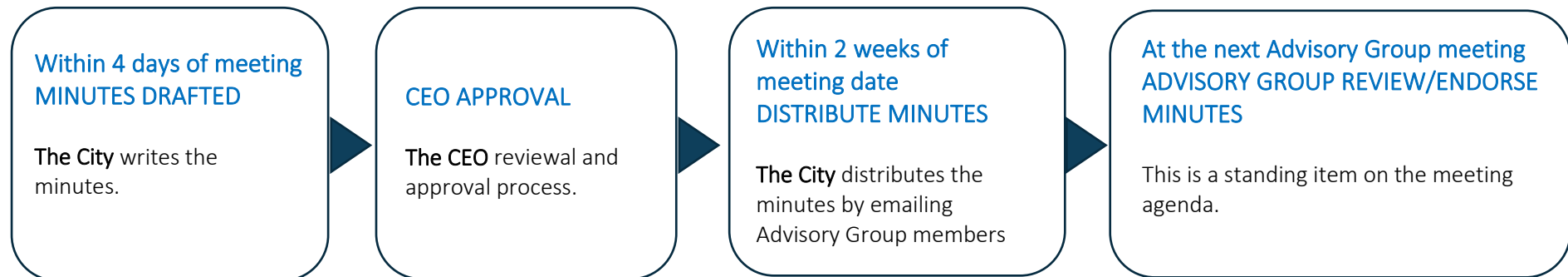
The 'Community Report' standing item in the agenda is where Group members submit items to share information to the purpose of this Advisory Group prior to agenda distribution. However, Group members can also raise items at the meeting under the 'General Business' section of the agenda.

The process to submit items for inclusion on the agenda is outlined in the following process map.

#### 4.4.1 Agenda Process Map



#### 4.4.2 Minutes Process Map



## **4.5 Minutes**

Minutes of each strategic meeting will be prepared by a minute-taker provided by the City. These minutes will be distributed to Group members within two weeks after the meeting.

The minutes are confidential City documents and should not be distributed by the Group members without the City of Perth CEO's prior written approval.

## **4.6 Quorum**

Noting that the Advisory Groups do not have decision making power other than to decide the chair of their Advisory Group, the minimum number of members required is a minimum of 50% active members. This may include attendance using online or telephone mechanisms as deemed appropriate by the City.

## **4.7 Meeting observers**

Meeting visitors are permitted to attend and observe Group meetings where approved by the City prior to the commencement of the meeting.

Visitors may include:

- a. Elected Members
- b. Internal City officers working on a relevant project
- c. Local businesses
- d. Representatives from local community groups

Meeting observers are not permitted to speak at Group meetings unless requested to do so by the Chair. However, the Lord Mayor may speak as a representative of the City where relevant.

## **4.8 Meeting cancellation**

If it is necessary to cancel or re-schedule a meeting, the City will advise members at least three working days prior to the scheduled meeting date.

## **4.9 Confidentiality and privacy**

Information that is deemed to be confidential will not be shared without permission. Group members will support this by not sharing confidential information with anyone outside the group.

There does not need to be a generalised Conflict of Interest submission to participate in the Advisory Group. Any conflict of interest only needs to be disclosed between release of the meeting agenda and prior to the item being discussed at the meeting.

Confidential matters will be identified on the meeting agenda. Items not marked will be assumed non-confidential. Advisory group members are encouraged to discuss with their relevant

communities and provide feedback as part of their role as a representative of their respective community.

Notes from the meeting are minuted and provided for group approval at the following meeting. Meeting notes and other information may be shared with other City staff and Elected Members.

## 5. Review of Advisory Groups and Terms of Reference

The City has the discretion to review the role of, re-organisation, or disbandment of City of Perth Advisory Groups.

The Terms of Reference may be amended, varied or modified from time to time by the City provided that such amendments are made following consultation with the Group members.

Although Advisory Groups do not have authority to amend the Terms of Reference, the Group can suggest amendments in writing addressed to the City of Perth CEO or raise this as an item within an Advisory Group meeting.