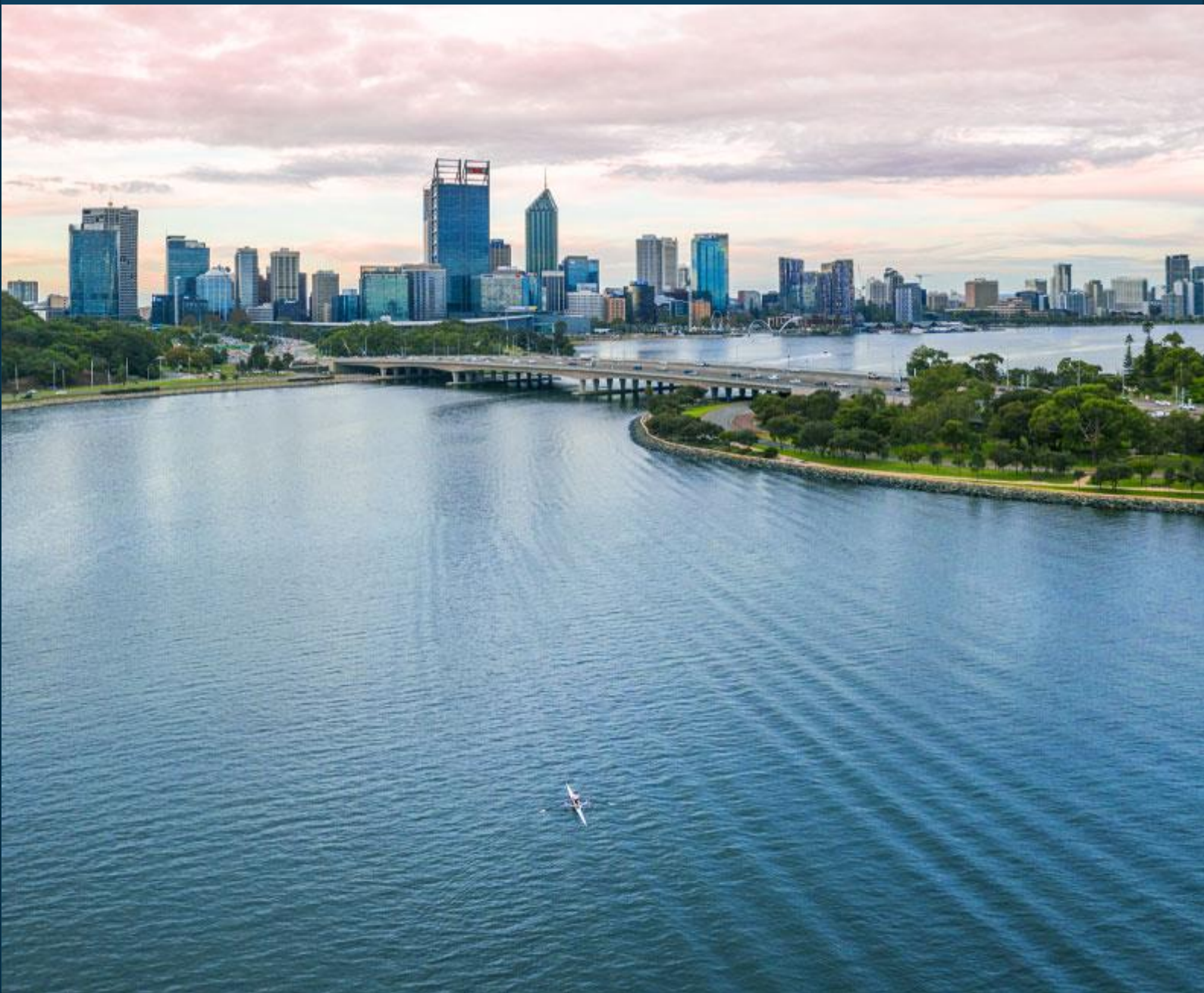




City of Perth

Terms of Reference

Elders Advisory Group



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This document can be requested in alternative formats including electronic format by email, in hardcopy both in large and standard print. For further information please contact the Community Development team on (08) 9461 3333 or email cmsinbox@cityofperth.wa.gov.au. For language assistance contact TIS (Translating and Interpreting Service) on ph 131 450.

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 kalyakoort, 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).

Remembering our history

We would like to honour and recognise the contemporary Aboriginal and Torres Strait Islander rights movement as an ongoing campaign to both recognise past wrong-doings and improve relationships between peoples. We are here now because of the Aboriginal and Torres Strait Islander people before us. We celebrate their strength, resilience and perseverance.

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, LGBTQIA+ Plan and the Reconciliation Action Plan.

The Reconciliation Action Plan (RAP) is a commitment to developing strong relationships with the Aboriginal and Torres Strait Islander communities and increasing the level of engagement between Traditional Land Owners and the City. Following the launch of the RAP, the Elders Advisory Group was established to continue the relationship between Elders from across not only the City of Perth, but the wider metro area.

The City's four Advisory Groups provide a forum for consultation, feedback and discussion on culture and equity, diversity and inclusion related issues for the City of Perth community. They will be invited to provide input and advice to inform the future strategic agenda of the City as well as issue-specific feedback where relevant.

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 Elders Advisory Group is as engagement forum on matters relating to Equity, Diversity and Inclusion, with particular focus on the Reconciliation Action Plan and associated initiatives.

Specifically, the objectives of the Group are as listed below.

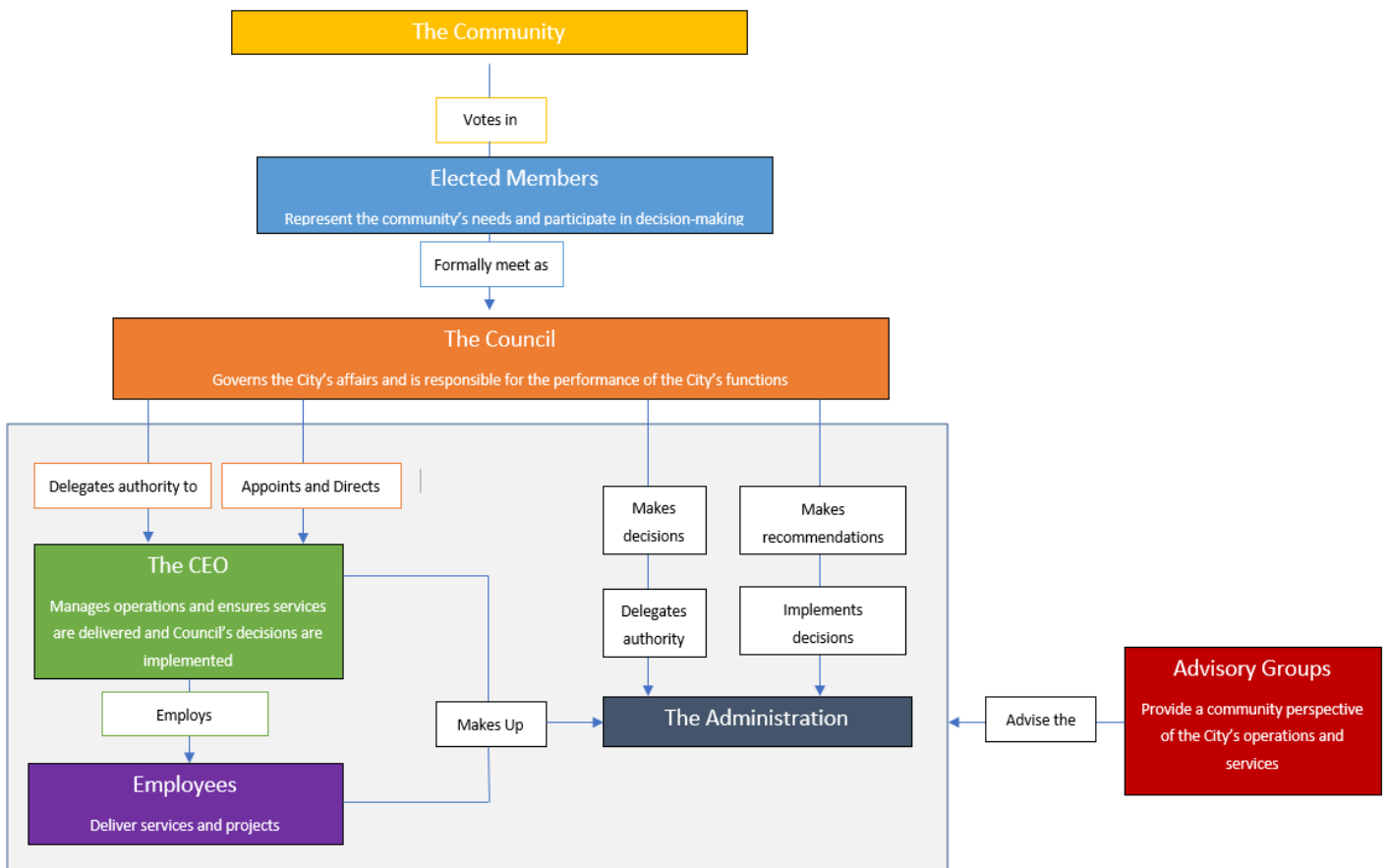
- Advocating for the needs of the community and cultural stakeholders;
- Providing advice on proposed ideas and activities and the prioritization of resources;
- Providing feedback and advice on the implementation of City of Perth's Reconciliation Action Plan 2022-2024 including identifying emerging issue;
- Providing guidance and advice on best practice for cultural activities referencing applicable guidelines and legislation;
- Advocating for the needs of the First Nations People and relevant cultural stakeholders;
- Making recommendations to the City of Perth on matters that are relevant to First Nations People

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). The City has acknowledged the importance of working together through the Yacker Danjoo Ngala Bidi (Working Together Our Way).

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 ten Aboriginal Elders.

Gender balance 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 relating to cultural matters.

Member composition will aim to achieve a diverse range of relevant industry backgrounds and/or cultural networks to facilitate a broad range of perspectives in Advisory Group.

Advisory group members may include but not be limited to:

- People recognised as Aboriginal Elders within their community;
- Members of, or Elders who were previously members of relevant peak bodies;
- Members of organisations that provide relevant services and cultural services to the wider community.

The following qualities will also be considered when appointing members to 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

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. The City will also endeavor to advertise through existing networks within the Aboriginal Community and existing Elders Advisory Group membership and networks.

Applications addressing the requirements outlined in section 2.1 can be submitted in writing or other agreed upon medium (e.g. audio or visual recording).

At the close of the application period the Elders Advisory Group and the City of Perth will assess applications based on the individual qualities of applicants and membership composition as outlined in section 2.1.

Applicants may be interviewed as part of the selection process.

Members endorsed by the existing Elders Advisory Group are then appointed in writing by the Chief Executive Officer of the City.

2.3 Maximum Tenure

There is no maximum tenure for membership within the Elders Advisory Group.

2.4 Resignation

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

2.5 Termination of membership

A member's position in the group may be considered for termination in the following circumstances.

- 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.

2.6 Chairing meetings: cultural facilitator

A Cultural Facilitator will chair the meetings through culturally appropriate methods. The facilitator can delegate their responsibilities to a staff member of the City if they are unable or unwilling to perform any aspect of this role.

3. Roles, responsibilities and limitations

3.1 Advisory Group Members

3.1.1 Responsibilities: Individual 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 Members 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. Disclosing any conflicts of interest* prior to discussing relevant matters at Group meetings
- i. Promoting the Group amongst the member's networks and relevant community

* 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 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: Advisory Group Chair

The Cultural Facilitator (as Chair) is responsible for the following tasks in respect of Group meetings:

- 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.

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 three 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. However, such comments must be submitted to CMSInbox@cityofperth.wa.gov.au or via phone call at least two business days prior to the scheduled meeting.

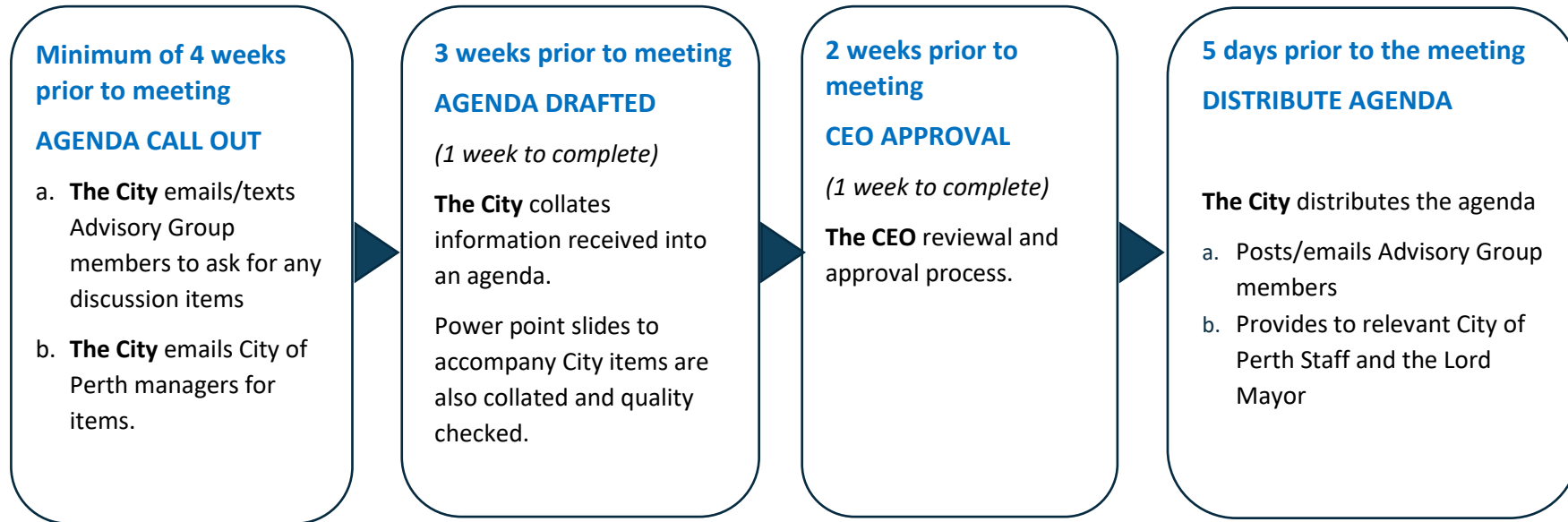
Members can virtually attend meetings, however prior notification must be provided for remote access 48 hours prior to the scheduled meeting.

4.4 Agendas

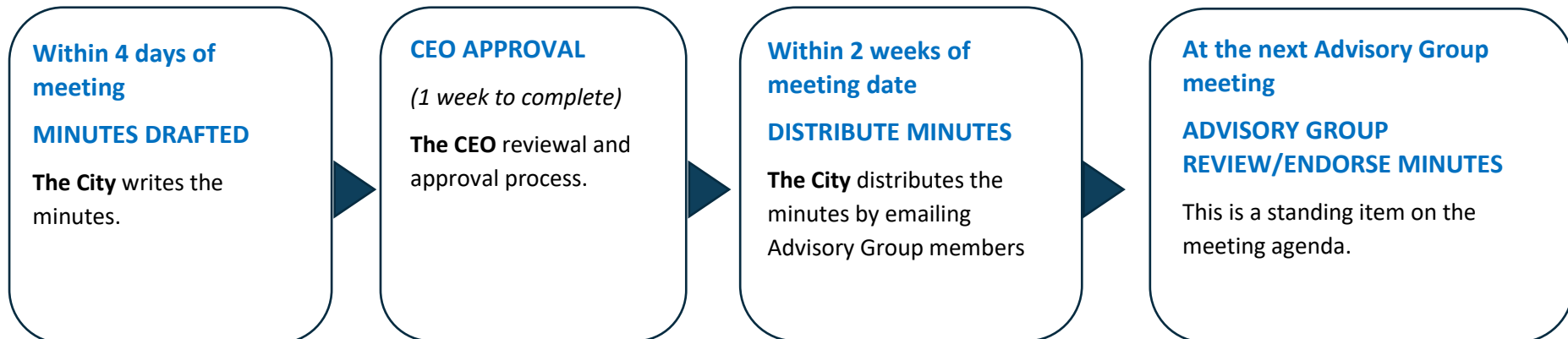
The meeting agenda will be prepared by the City and distributed to the Group members at least five business days prior to the scheduled meeting.

In addition to the items listed in the agenda, Group members may raise additional items at the meeting under 'Community Business'.

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 on new members for the Advisory Group, should an overall position of the group be necessary, this will be done by a voting system.

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 and amendment of the 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.

6. Payments

6.1 Attendance at Advisory Group meetings

Members will be compensated for their attendance and participation in meetings at the rate agreed between the City and the Group. As of 2023, the rate is:

- \$300 per member for up to four hours; or
- \$600 per member for up to eight hours.

Non-standard fees will be agreed to prior to the event with written confirmation provided for events or activities not currently included in the schedule of fees, in line with the Department of Planning, Lands and Heritage schedule of fees.

6.2 Reimbursement of travel expenses

Members are entitled to be reimbursed for the reasonable cost of travelling to/from meetings of the Group by way of either:

- a. Cabcharge vouchers; or
- b. reimbursement of parking costs.

Members using Cabcharge vouchers must only use the voucher for travel to/from their home or a place of commitment at the Advisory Group's meeting. If using the voucher to travel to/from a place of commitment it must be within the Perth Metropolitan Area and a similar distance between the individual's home from the City.

Misuse of a Cabcharge voucher may result in the below, however the City reserves the right to pursue other action where it is deemed appropriate.

- Request the Advisory Group member reimburses the City for any costs incurred on the Cabcharge voucher when used in breach of the terms and conditions outlined above;
- Request the Advisory Group member to return any additional Cabcharge vouchers provided to the City of Perth; and/or
- Termination of the person's membership in the Advisory Group.