

Terms of Reference

City of South Perth Inclusive Community Advisory Group (ICAG)

Updated November 2019

“Including everyone in the life of their community”

1. NAME

The name of the group is the Inclusive Community Advisory Group.

2. AIM AND OBJECTIVE

2.1 Aim

To provide advice to the City of South Perth on the strategies and implementation of the City of South Perth Disability Access and Inclusion Plan (DAIP).

2.2 Objective

The purpose of ICAG is to provide a forum on access and inclusion issues that are relevant to the City. To also provide representative community input/advice on items referred to the group by the City’s administration. Highlight to the community the areas of access improvement in the City.

3. MEMBERSHIP

3.1 Membership of ICAG is as follows:

- One Councillor
- Two to four Community representatives
- Two to four representatives from external local providers of disability services.
- One representative from the education and training sector

The term of office shall be for a period of two years in line with local government elections.

The City of South Perth will provide admin and coordination support to the Group.

- 3.2 ICAG will, from time to time, seek advice from other individuals depending on their area of expertise who will assist in the implementation of the City's DAIP. This will be through invitation only for relevant individuals to attend specific meetings.
- 3.3 If any member is absent for three consecutive meetings without leave of absence the City may appoint a replacement representative.
- 3.4 The term of membership is to align with the local government election cycle, with membership expiring at the next ordinary local government election.
- 3.5 Upon the expiry of a member's term, the resignation of a member, or another circumstance resulting in a membership vacancy, the CEO will initiate the process of seeking a new member/s through the appropriate means and make appointment.
- 3.6 Upon the expiry of their term, members may nominate for a further term, and renewal of their membership will be considered for approval by the CEO.

4. ELECTION OF OFFICE BEARERS

Chairperson and Vice Chairperson

- 4.1 The role of Chairperson shall be undertaken by a member from ICAG. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 4.2 The role of Vice Chairperson shall be undertaken by a member from ICAG. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 4.3 In the event that the Chairperson is absent, the Vice Chairperson shall facilitate the meeting.
- 4.4 In the event that the Chairperson and Vice Chairperson are absent, one of the members from ICAG, present at the meeting shall be appointed to facilitate the meeting.

5. MEETINGS

- 5.1 The quorum at all ICAG meetings shall be a minimum of 50% of members present at the meeting.
- 5.2 ICAG shall convene quarterly unless otherwise required, in a calendar year.

- 5.3 The Chairperson shall conduct the meeting in accordance with accepted meeting procedures.
- 5.4 The City's staff will be responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.

6. OPERATING PROCEDURES

- 6.1 Recommendations of the ICAG shall be made by a simple majority by the members present.
- 6.2 Advice provided by ICAG is to relate to the items covered under the terms of reference for this group.
- 6.3 ICAG has no delegated power and has no authority to implement its recommendations.
- 6.4 Members of ICAG are not authorised by the City to speak on behalf of the City and shall not provide comment to the media regarding items under consideration by the group.

7. MANAGEMENT

- 7.1 ICAG has no delegated powers or authority to:
- Represent the City of South Perth;
 - Commit the City to the expenditure of funds unless otherwise subscribed in an endorsed project or budget.
- 7.2 Members must comply with the City's Code of Conduct.
- 7.3 Meetings of ICAG must comply with the City's Policy P112 Community Advisory Groups, and Management Practice MP112 Community Advisory Groups.
- 7.4 Any non-compliance and/or misconduct will be addressed as appropriate, in accordance with City policies and management practices.
- 7.5 The CEO will periodically review membership, terms of reference and report to Council on the activities and achievements of ICAG.

8. ALTERATIONS

The Terms of Reference may be altered at any time provided advice of such proposed alteration is included in the agenda circulated prior to the meeting at which such proposed alteration is intended to take place. Such proposals shall be submitted in writing to the City in time for circulation with the agenda.