

TERMS OF REFERENCE

Inclusive Community Advisory Group (ICAG)

1. OBJECTIVE

- 1.1 The objective of the Inclusive Community Advisory Group is to advise and make recommendations on optimizing access and inclusion within the local community, including through the City's Access and Inclusion Plan.

2. MEMBERSHIP

- 2.1 Membership of the Advisory Group shall be:

- (i) Elected Members - A minimum of one (1) City of South Perth Elected Member;
- (ii) Industry Members – A minimum of two (2) and a maximum of five (5) representatives from relevant areas e.g. Disadvantaged Support services sector, Disability Services sector, Culturally and Linguistically Diverse services sector, Homelessness services sector, LGBTQIA+ services sector, Education/Training sector etc;
- (iii) Community Members – A minimum of one (1) and a maximum of five (5) Community Members who are electors of the district;
- (iv) City Officers as determined by the Chief Executive Officer.

- 2.2 The term of membership is for two (2) years aligned with the Local Government Ordinary Elections.

- 2.3 All Members are required to comply with the City of South Perth Code of Conduct. The CEO may terminate a Member for non-compliance with the City of South Perth Code of Conduct.

3. PRESIDING AND DEPUTY MEMBERS

- 3.1 Members of the Advisory Group are to elect a Chair and Deputy Chair at the first meeting of the group following the Ordinary Local Government Election.

4. MEETINGS

- 4.1 The Advisory Group shall meet quarterly per calendar year.
- 4.2 Notice of meetings and an agenda will be given at least seven (7) days prior to each meeting.
- 4.3 The Chair will preside the meetings, or in the absence of the Presiding Member, the Deputy Chair, in accordance with the Terms of Reference.
- 4.4 A quorum for a meeting of the Advisory Group is at least 50% of members.
- 4.5 Decisions of the Advisory Group are made by reaching a consensus view.
- 4.6 The City is responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.
- 4.7 Matters discussed at the Advisory Group are confidential and Members shall declare interests prior to items being discussed.

5. DELEGATIONS AND POWERS

- 5.1 The Advisory Group has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the City of South Perth.
- 5.2 Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the Advisory Group may not speak, issue public statements or publish on social media on behalf of the Advisory Group or Council, without the approval of the Mayor.

5.3 Neither the Advisory Group nor its members shall impinge on operational aspects of the City’s functions.

6. AMENDMENTS

6.1 The Chief Executive Officer may amend the Terms of Reference.

7. DOCUMENT CONTROL

Directorate	Development and Community Services
This Version	25 June 2025
Date Modified	7 September 2023