

# City of South Perth Inclusive Community Advisory Group (ICAG)

## Terms of Reference

Updated September 2021

“Including everyone in the life of their community”

### 1. NAME

The name of the group is the Inclusive Community Advisory Group (ICAG).

### 2. AIM AND OBJECTIVE

#### 2.1 Aim

To provide advice to the City of South Perth about optimizing access and inclusion within the local community, including through the City’s Access and Inclusion Plan (AIP).

#### 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:

- Elected Member - one representative
- Community – up to four representatives
- Access and Inclusion Service Providers – up to four representatives
- Education and Training Sector – one representative

- 3.2 As this is a City of South Perth group, prospective members will be required to complete a membership application form, which will be assessed by the City and must be formally approved/endorsed by the City's CEO. Approved representatives will subsequently be invited to attend the first meeting of the group following the local government elections.
- 3.3 The City of South Perth will provide admin and coordination support to the Group.
- 3.4 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 AIP. This will be through invitation only for relevant individuals to attend specific meetings.
- 3.5 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 for a period of two years and will align with the local government election cycle (i.e. membership will expire at the next 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 City 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 City's CEO.
- 3.7 The City's CEO reserves the right to terminate the group membership of any representative for non-compliance to the City's Code of Conduct.

#### **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 group shall be made by a simple majority by the members present.
- 6.2 Advice provided by the group is to relate to the items covered under the Terms of Reference for this group.
- 6.3 Members of the group are required to adhere to the City's Code of Conduct. Particular attention shall be paid by group members to conflict of interest requirements, whereby members are required to disclose any interest (financial or non-financial) prior to discussing a matter in which they have an interest.
- 6.4 Members are not authorised to speak on behalf of the City and shall not provide comment to any external party (including but not limited to the media, members of the public etc.) without the written approval of the City.

6.5 The group has no delegated power and has no authority to implement its recommendations.

## **7. MANAGEMENT**

7.1 Meetings of ICAG must comply with the City's Policy P112 Community Advisory Groups, and Management Practice MP112 Community Advisory Groups.

7.2 Any non-compliance and/or misconduct will be addressed as appropriate, in accordance with City policies and management practices.

7.3 The CEO will periodically review membership, terms of reference and report to Council on the activities and achievements of ICAG.

## **8. ALTERATIONS**

8.1 The City reserves the right to alter the Terms of Reference if required, subject to CEO approval.