

# ATTACHMENTS

## Special Council Meeting

18 October 2021

# ATTACHMENTS TO AGENDA ITEMS

Special Council Meeting - 18 October 2021

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## Audit, Risk and Governance Terms of Reference

Responsible Director/s	Chief Executive Officer
Responsible Business Unit/s	All
Quorum	4

### 1. Establishment

The Audit, Risk and Governance Committee is established under Section 7.1A of the *Local Government Act 1995*.

### 2. Objective

The objectives of the Committee are to:

- assist Council in providing a transparent and independent process in its audit, risk and governance management; and
- advise Council in relation to internal and external audit, compliance and risk management matters.

### 3. Areas of Responsibility

The Audit, Risk and Governance Committee is responsible for advising Council on all matters relating to:

- The City's Annual Financial Statements;
- The Audit Register and implementation of findings;
- The City's Risk Management Framework;
- Internal and external audits; and
- Compliance with legal and statutory requirements.

#### 4. Membership

The Committee shall consist of:

- The Mayor
- Up to 6 Elected Members
- Up to 2 External Members

All appointments to the committee shall be by nomination and appointed by Council.

#### 5. Committee Operations

- 5.1 The general affairs of the committee shall be administered in accordance with the *Local Government Act 1995*.
- 5.2 The Committee shall operate in accordance with the City of South Perth Standing Orders Local Law 2007.
- 5.3 The Committee's recommendations must be adopted by Council before implementation.
- 5.4 The Terms of Reference are to be reviewed in line with the election of new members.

#### 6. Meetings

The Committee shall meet at 6.00pm on a quarterly basis on the second Monday of the month, or as required.

#### 7. Minutes

- 7.1 The Governance officer will be responsible for keeping minutes of all business transacted at each meeting and will present the minutes to the next Ordinary meeting of Council for consideration of any recommendations contained within the minutes.
- 7.2 The minutes will be uploaded to the HUB.

Office Use Only				
Council Adoption:	Date	26 November 2019	Item Number	10.7.2



## Property Committee Terms of Reference

Responsible Director/s	Chief Executive Officer
Responsible Business Unit/s	All
Quorum	4

### 1. Establishment

The Property Committee is established under Sections 5.8 and 5.9 of the *Local Government Act 1995*.

### 2. Objective

The objective of the Committee is to provide recommendations to Council on property investment strategies and concepts to deliver long term financial and social returns to the City.

### 3. Areas of Responsibility

The Property Committee is responsible for advising Council on all matters relating to:

- Property Asset Management;
- Expected levels of financial performance for the City's property and asset holdings;
- Financial performance of operating community facilities;
- The categorisation of the City's Property Assets;
- Consideration of valuations in relation to the sale or lease of the City's property and asset holdings;
- Proposals for investment, purchase, disposal, development or redevelopment of any of the City's investment and development property holdings; and
- Being the Project Reference Group for the Recreation and Aquatic Facility.

#### 4. Membership

The Committee shall consist of:

- The Mayor
- Up to 4 Elected Members
- Up to 2 External Members

All appointments to the committee shall be by nomination and appointed by Council.

#### 5. Committee Operations

- 5.1 The general affairs of the committee shall be administered in accordance with the *Local Government Act 1995*.
- 5.2 The Committee shall operate in accordance with the City of South Perth Standing Orders Local Law 2007.
- 5.3 The Committee's recommendations must be adopted by Council before implementation.
- 5.4 The Terms of Reference are to be reviewed in line with the election of new members.

#### 6. Meetings

The Committee shall meet at 6.00pm on a quarterly basis on the third Monday of the month, or as required.

#### 7. Minutes

- 7.1 The Governance officer will be responsible for keeping minutes of all business transacted at each meeting and will present the minutes to the next Ordinary meeting of Council for consideration of any recommendations contained within the minutes.
- 7.2 The minutes will be uploaded to the HUB.

Office Use Only				
Reviewed/Modified:	Date	24 March 2020	Item Number	10.7.1

## CEO Evaluation Committee Terms of Reference

Responsible Director/s	Chief Executive Officer
Responsible Business Unit/s	All
Quorum	2

### 1. Establishment

The CEO Evaluation Committee is established under Section 5.8 of the *Local Government Act 1995*.

### 2. Objective

The objective of the Committee is to oversee the Chief Executive Officer's performance and undertake an annual performance review.

### 3. Areas of Responsibility

The CEO Evaluation Committee is responsible for:

- Undertaking an annual assessment of the Chief Executive Officer's performance in accordance with the provisions of the Chief Executive Officer's contract of employment;
- Developing and reviewing key performance indicators in conjunction with the Chief Executive Officer to deliver the key priorities of the Corporate Business Plan and Strategic Community Plan; and
- Reviewing the Chief Executive Officer's remuneration package in accordance with the Chief Executive Officers contract of employment and making a recommendation to Council.

### 4. Membership

The Committee shall consist of:

- The Mayor
- Up to 4 Elected Members

All appointments to the Committee shall be by nomination and appointed by Council.

## CEO Evaluation Committee Terms of Reference

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### 5. Committee Operations

- 5.1 The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995*.
- 5.2 The Committee's recommendations must be adopted by Council before implementation.
- 5.3 The Terms of Reference are to be reviewed in line with the election of new members.

### 6. Meetings

The Committee shall meet on 2 occasions at 6.00pm in either May/June, or as required.

### 7. Minutes

- 7.1 Minutes will be kept of all business transacted at each meeting and will be presented to next Ordinary meeting of Council for consideration of any recommendations contained within the minutes.
- 7.2 The minutes will be uploaded to the HUB.

Office Use Only				
Reviewed/Modified:	Date	27 July 2021	Item Number	10.5.1

# Reconciliation Action Plan Working Group (RWG)

## Terms of Reference

Updated September 2021

*Vision Statement: The City of South Perth reconciliation vision is one where the City is immersed in Aboriginal cultural engagements and ways of working, it's normalised and part of everyday life. There is respect for Aboriginal and Torres Strait Islander peoples traditions, languages and cultures; the past is understood and it is recognised that healing needs to occur; there are positive relationships; there are work and place activities with Aboriginal and Torres Strait Islander peoples and non-Aboriginal and Torres Strait Islander people participating together in the life of the City of South Perth community; the whole of the community is connected to, and cares for, Country.*

### 1. NAME

- 1.1 The name of the group is the City of South Perth Reconciliation Action Plan Working Group (RWG)

### 2. COMMITMENT

- 2.1 First Nation ways of working, which first and foremost acknowledges and respects the unique cultural position of Wadjuk Nyungar People who are the traditional custodians of the metropolitan area. Secondly, it recognises decisions through consensus as a shared communal response to needs and opportunity. Thirdly, it is responsive to the needs of children, families and elders; and the commitment to good intergenerational stewardship knowledge, sharing, caring and cultural connectivity.
- 2.2 Advocating for a unified pathway that respects everyone's contributions and learnings, as well as self and community acceptance of the need for inclusive positive change through a mutually agreeable process that leads to mutually beneficial outcomes.



- 2.3 Advancing the social and economic position of all First Nations people by recognising the impact of historical institutional control and seeking to find ways to promote and participate in First Nations self-determination through self-governance and increased planning and involvement with the City.

### 3. AIMS AND OBJECTIVES

- 3.1 To provide a culturally secure mechanism for discussion on topics that are relevant to the City and the local First Nations community. A culturally secure mechanism facilitates a safe learning journey, a truth telling journey, a historical trauma acceptance journey and a journey of power neutrality; where all parties use the past to inform what is and is not culturally acceptable today and tomorrow.
- 3.2 To define localised cultural security and build intergenerational positive impacts through sharing stories, life experiences, cultural exchanges, recommendations, opportunities and proposals.
- 3.3 The RWG is committed to reciprocal two-way learning and will
- Identify, co-design and lead an annual community project in partnership with the City to demonstrate a unified pathway that enhances the relationships and livability of our city.
  - Be informed on all major City Projects and Developments and be given an opportunity to contribute to the design, planning, delivery and evaluation of developmental projects.
  - Connect the City with key stakeholders as required.
  - Share and provide feedback on community sentiment and understandings of City actions and its impact locally.
- 3.4 To monitor and report on progress of the City's 'Innovate' Reconciliation Action Plan (RAP) to help build better relations between First Nations people and non-Aboriginal people and support the advancement of First Nations residents.
- 3.5 A structured and sustainable link is created between the City and First Nations - our Aboriginal and Torres Strait Islander community.
- 3.6 Consider and provide culturally inclusive inputs into the City's strategic plans, programs, and reviews in line with the City's review timelines.
- 3.7 First Nations Voices are valued including experiences, histories, culture and artistic expression through demonstrated acceptance, promotion and protection where those voices enhance positive community well-being and sense of place.

## 4. MEMBERSHIP

### 4.1 Membership of the group shall be as follows

- Two traditional owners of the Nyungar Nation supported by Wadjuk Working Group.
- Up to four local residents - First Nations people will be prioritised.
- Two representatives of local Aboriginal Organisations.
- Two representatives of local Not for Profit Organisations.
- Two elected member representatives.
- COSP Staff – when appropriate dependent on Agenda items (table 1)

Table 1

City of South Perth Staff
Manager Community, Culture and Recreation (RAP Champion)
Marketing Coordinator
Human Resources Advisor
Community Development Coordinator
Cultural Development Coordinator
Manager Library Services
Manager Stakeholder and Customer Relations
Customer Service Officer
Procurement Coordinator
Natural Areas Supervisor

- 4.2 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.
- 4.3 The term of office shall be for a period of two years and will expire on the subsequent date of the next local government elections.
- 4.4 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.
- 4.5 The City of South Perth will provide admin and coordination support to the group.
- 4.6 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.

## 5. ELECTION OF OFFICE BEARERS

### Chairperson and Vice Chairperson

- 5.1 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.
- 5.2 The role of Chairperson shall be undertaken by a First Nations person from within the RWG. 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.
- 5.3 The role of Vice Chairperson shall be undertaken by a First Nations person from within the RWG. 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.
- 5.4 In the event that the Chairperson is absent, the Vice Chairperson shall facilitate the meeting. In the event that the Chairperson and Vice Chairperson are absent, one of the members from the group present at the meeting shall be appointed to facilitate the meeting.
- 5.5 For any matter put to a vote the decision will be decided by a simple majority of votes of the members present, including the person presiding as chair who has a deliberative vote and a casting vote.

## 6. MEETINGS

- 6.1 The quorum shall be a minimum of 50% members present at the meeting - this must include at least four First Nations representatives.
- 6.2 The group shall meet quarterly, unless otherwise required in a calendar year.
- 6.3 The Chairperson shall conduct the meeting in accordance with accepted meeting procedures.
- 6.4 The City's staff will be responsible for the preparation of the Agenda, taking notes at each meeting and circulating them to all members within a two-week period.



## 7. OPERATING PROCEDURES

- 7.1 Recommendations of the group shall be made by a simple majority by the members present.
- 7.2 Advice provided by the group is to relate to the items covered under the Terms of Reference for this group.
- 7.3 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.
- 7.4 All person centered, procedural and project orientation conflicts must be resolved through yarning circles between all members even if the conflict is the primary meeting agenda. Conflict resolution is a key attribute of truth telling and reconciliation and The RWG will be committed to hosting, nurturing and completing courageous conversation that advance a shared understanding of First Nations impacts and the commitment to a pathway to unity and equity.
- 7.5 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.
- 7.6 The group has no delegated power and has no authority to implement its recommendations.
- 7.7 Meetings of RWG must comply with the City's Policy P112 Community Advisory Groups, and Management Practice MP112 Community Advisory Groups.

## 8. ALTERATIONS

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





## City of Canning /South Perth Local Emergency Management Committee (LEMC)

### TERMS OF REFERENCE

Draft copy LEMC Terms of Reference	Tabled 26.11.2015
LEMC Terms of Reference	Adopted LEMC meeting 18.02.2016
Review date every five (5) years or as required	2021

#### 1. Authority

Under section 38 (4) Emergency Management Act 2005 the constitution and procedures of a Local Emergency Management Committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

#### 2. Function

The committee's core function is to advise and assist Local Government in the development, review and testing of the Local Emergency Management Arrangements (Plans)

#### 3. Membership

Membership of the LEMC should be reflective of the Canning/South Perth community. Policy Statement 2.5 suggests the following membership be considered;

Executive	
Chair	CANNING Elected Member or delegate
	SOUTH PERTH Elected Member or delegate
Deputy Chair	As appointed by Local Government. (Elected Member, Officer in Charge Police)
Executive Officer	CANNING representative
	SOUTH PERTH representative
Membership	Chair
	Deputy Chair
	Executive Officer
	Local Emergency Coordinator (Officer In Charge Police)
	Local Recovery Coordinator
	Emergency Management Agencies
	Welfare Support Agencies
	State Government Agencies
	Local Industry representatives
	Culturally & Linguistically Diverse (CALD) representatives
	Special Needs Group representatives

#### 4. Roles & Responsibilities

<b>LEMC Committee</b>	<ul style="list-style-type: none"> <li>To Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; i.e. assist to develop and/or participate in exercises</li> <li>Provide input and expertise in the review and assessment of risks and potential treatment options and;</li> <li>To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC )or prescribed by regulations; and</li> <li>At the end of each financial year, prepare and submit to the District Emergency Management Committee (DEMC) an annual report of activities undertaken by it during the year.</li> </ul>
<b>LEMC Chair</b>	<ul style="list-style-type: none"> <li>Provide leadership and support to the LEMC by;</li> <li>Ensuring the appointment of an Executive officer</li> <li>Chairing the LEMC meetings and ensuring that constitution and procedures of the LEMC are adhered to</li> <li>Ensuring that Council is kept fully informed of emergency management discussion and any outcomes from the LEMC meetings.</li> <li>Provide leadership in emergency management within the Local Government District.</li> </ul>
<b>Deputy LEMC Chair</b>	<ul style="list-style-type: none"> <li>Provide advice and support to the LEMC by;</li> <li>Act as Chair to the LEMC in the absence of the Chair person</li> <li>Provide such assistance and advice as requested by the Chair</li> <li>Undertake the role of the Chair to committee working groups as required.</li> <li>Provide support and direction to the Executive Officer as required.</li> </ul>
<b>Local Emergency Coordinator</b>	<p>The Local Emergency Coordinator is appointed by the State Emergency Coordinator and is the Officer in Charge of the Local Police Station. The Local Emergency Coordinator for a local government district has the following functions (s. 37(4) of the Act)</p> <ul style="list-style-type: none"> <li>To provide advice and support to the LEMC for the district in the development and maintenance of the emergency management arrangements for the district;</li> <li>To assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and</li> <li>To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator</li> </ul>
<b>LEMC Executive Officer (XO)</b>	<p>Under SEMC Policy Statement 2.5 there is a requirement for Local Government to provide secretariat and administration support to the LEMC</p> <p>The executive officer is to ensure the provision of secretariat support including;</p> <ul style="list-style-type: none"> <li>Meeting agenda;</li> <li>Minutes and action lists;</li> <li>Correspondence;</li> <li>Maintain committee membership contact register</li> <li>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; Annual Report, Annual Business Plan and maintenance of Local</li> </ul>

	<p>Emergency Management Arrangements.</p> <ul style="list-style-type: none"> <li>Facilitate the provision of relevant emergency management advice to the Chair and committee as required.</li> <li>Participate as a member of sub committees and working groups as required</li> <li>Facilitate open two way communication between the LEMC and Executive Officer of the DEMC, to undertake day to day emergency management business as required from both a Local and district level.</li> </ul>
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## 5. Meetings

<b>Frequency of Meetings</b>	LEMC's shall meet every three (3) months and as required
<b>Reporting Requirements</b>	<p>LEMC's are to report as follows;</p> <ul style="list-style-type: none"> <li>All LEMC minutes tabled at DEMC</li> <li>LEMC meeting schedule tabled at DEMC</li> <li>LEMC exercise schedule tabled at DEMC</li> <li>Exercise report developed for all exercises held and tabled at DEMC</li> <li>Any activations/reports of ISG's to be tabled at DEMC</li> <li>Annual reports are to be sent to the XO of the DEMC no later than 2 weeks after the end of the financial year</li> <li>Business Plans are to be sent with the Annual report, no later than 2 weeks after the end of the financial year.</li> </ul>
<b>LEMC Procedures (every meeting)</b>	<p><b>Housekeeping</b>  Welcome/ Introductions /Apologies  Actions/ Business arising  Confirmation minutes previous meeting  Confirmation LEMC member contact details  Correspondence</p> <p><b>Standard Reporting Items</b>  Agency Reports  EM Act /SEMP Policy updates and reviews  Emergency Risk Management Review/update  General Business</p> <p><b>Quarterly reporting items</b>  1<sup>st</sup> Quarter  Confirm Annual meeting schedule  2<sup>nd</sup> Quarter  Develop Risk review calendar to align with HMA commitments &amp; seasonal demands  3<sup>rd</sup> Quarter  Develop/submit LEMC Annual Business Plan  4<sup>th</sup> Quarter  Develop/submit Local Government SEMC Preparedness &amp; Capability report</p>
<b>LEMC Agenda, Action list and Minutes</b>	<p><b>To be distributed as per the following agreed timeframes.</b></p> <p><b>Four (4) weeks prior to each meeting</b>  Host Executive officer to circulate request for agenda items and agency reports to be submitted by XX date</p>

	<p><b>Two (2) weeks prior to each meeting</b></p> <p>Hosting Executive officer to circulate the following;</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Contact register</li> <li>• Agency reports</li> <li>• previous meeting minutes and action list</li> </ul> <p><b>Seven (7) days after meeting</b></p> <p>LEMC Meeting Minutes to be circulated within seven (7) days</p>
<b>Record Keeping</b>	The Executive Officer (s) is responsible for maintaining the official records of the committee

## 6. Committee Protocols

<b>Proxy Members</b>	Wherever possible members are to delegate suitable proxy to attend in their absence
<b>Review of LEMC Positions</b>	The local Government in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.
<b>Duration</b>	The committee to exist until such time as it is discharged by the SEMC
<b>Accountability &amp; Decision making Authority.</b>	The committee is accountable to the SEMC Decisions made by the Committee are arrived at by consensus. Where a decision cannot be achieved, the matter may be deferred to the DEMC for consideration
<b>Conduct</b>	The Committee must observe and comply with the Western Australian Public Sector Code of Ethics and the SEMC Code of Conduct 2010.
<b>Confidentiality</b>	All matters disclosed of a confidential nature shall not be discussed or correspondence forwarded to any third party.
<b>Expenditure</b>	The Committee shall not have the power to expend Council funds
<b>Voting Requirements</b>	A decision of the Committee does not have effect unless it has been made by a simple majority.
<b>Delegated Powers</b>	The Committee has no delegated powers under the Emergency Management Act 2005 and is to advise and make recommendations to Council only.
<b>Committee Decisions</b>	Committee decisions shall not be binding on Council
<b>References</b>	<ul style="list-style-type: none"> <li>• Western Australia Local Emergency Management Committee (LEMC) Administration Guide</li> <li>• State Emergency Management Policy No. 2.5</li> <li>• Emergency Management Act 2005</li> </ul>



# 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

Civic Centre Cnr Sandgate St & South Tce, South Perth WA 6151  
Phone 9474 0777 Email [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)  
[www.southperth.wa.gov.au](http://www.southperth.wa.gov.au)



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.

# Arts Advisory Group Terms of Reference

September 2021

## 1 NAME

The name of the group is the Arts Advisory Group (AAG).

## 2 AIMS AND OBJECTIVES

The strategic focus for the Arts Advisory Group is aligned to the City's Cultural Plan.

The purpose of the Arts Advisory Group (AAG) is to:

- 2.1 Provide advice on matters relating to the review, development and implementation of arts focused actions in the Cultural Plan and associated plans and policies.
- 2.2 Assist in the creation of opportunities for a diverse range of arts outcomes including those involving public art, the City's art collection and other initiatives facilitating creative expression and artistic experiences in the City
- 2.3 Provide advice and recommendations on acquisitions, decommissions/disposals and artwork concept designs that result from either Policy P101 Public Art and Art Collections, or Policy P316 Developer Contribution for Public Art and Public Art Spaces.
- 2.4 Provide recommendations to Council on City initiated public art projects resulting from P101 which are procured through a tender and are over \$150,000 in value.

## 3 MEMBERSHIP

3.1 Membership of the AAG is as follows:

- Elected Member - A minimum of two (2) and maximum of three (3) elected members, with the representatives appointed by Council
- Industry – A minimum of two (2) and a maximum of four (4) Industry Representatives, to be sourced by 'Expressions of Interest' or another formal process if necessary, and selected members will be appointed by the CEO. Industry Representatives are expected

to have demonstrated experience and expertise relevant to public art, and the arts and cultural sector.

- 3.2 As this is a City of South Perth group, prospective industry representatives 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 will provide admin and coordination support to the Group, as follows:
- A minimum of two (2) officer representatives from the City of South Perth will facilitate, observe and document proceedings and provide relevant advice as required. These administrative roles are performed by the City's Arts Officer, with support from the Cultural Development Coordinator
  - A minimum of one (1) member of the City of South Perth executive team. Directors with a vested interest in the City's public art projects include the Director Development & Community Services, and the Director of Infrastructure Services. Attendance will be rotated between these directors, who will observe proceedings and provide advice as required.
- 3.4 AAG 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 Cultural Plan. 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.
- 3.6 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).
- 3.7 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.
- 3.8 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.
- 3.9 The 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 AAG. 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 AAG. 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 AAG present at the meeting shall be appointed to facilitate the meeting.

#### **5. MEETINGS**

- 5.1 A quorum for any meeting of the AAG shall be no less than one (1) Elected Member and one (1) Industry Representatives. A minimum of three (3) voting members in attendance at any meeting.
- 5.2 AAG 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. The notes may be used as the basis for further action by the City on an item (verbatim minutes of discussion will not be taken).

#### **6. OPERATING PROCEDURES**

- 6.1 When voting on general matters, all members shall have one vote; simple majority will prevail. Where votes are even, the Chair will cast the deciding vote.
- 6.2 The AAG may nominate one or more delegates from amongst its voting members to sit on selection panels for City public art commissions, in accordance with the City's policies and procedures.

6.3 Advice provided by the AAG is to relate to the items covered under its Terms of Reference.

6.4 Members of the AAG 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.

6.5 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.

6.6 The AAG has no delegated power and has no authority to implement its recommendations.

## **7. MANAGEMENT**

7.1 Meetings of the AAG 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 All discussion items at meetings are to be considered confidential. Any declarations of interest should be acknowledged before each meeting. A form is attached to this Terms of Reference and will be initiated as an agenda item in all agendas.

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

7.5 The City shall arrange all insurances affecting the AAG in discharging the normal course of its duties and for any associated public liability.

## **8. ALTERATIONS**

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



# City of South Perth - Public Health Reference Group Terms of Reference

**‘Encourage and educate the community to embrace sustainable and healthy lifestyles’**

## **1. NAME**

1.1 The name of the group is the City of South Perth Public Health Reference Group.

## **2. AIM, OBJECTIVE & BACKGROUND**

### **2.1 Aim**

2.1.1 To provide advice to the City on implementation of the City’s Public Health Plan and other public health matters as requested by the City.

### **2.2 Objectives**

- 2.2.1 To explore current and emerging public health issues, including analysis of public health information and data.
- 2.2.2 Develop relationships and promote collaboration between the City, primary health networks, Curtin University and health care professionals and providers.
- 2.2.3 Provide guidance on public health initiatives to support implementation of the City’s Public Health Plan and to optimise the health and wellbeing of the local community.

### **2.3 Background**

2.3.1 The establishment of formal alliances and agreements with key stakeholders is considered essential to successful population health planning. Collaboration with primary health networks and other partners is integral to the overall success of the implementation of the City’s Public Health Plan.

## **3. MEMBERSHIP**

3.1 Membership of the group shall be as follows:

- City of South Perth Elected Member – one representative appointed by Council
- East Metropolitan Health Service - one representative
- Curtin University (e.g. Faculty of Health Sciences) - one representative
- Australian Medical Association of Western Australia - one representative
- WA Primary Health Alliance – one representative
- Community Members – up to two representatives
- Health professionals who work in the City – up to two representatives

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 term of office shall be for a period of two years and will expire on the subsequent date of the next local government elections.

3.4 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.

3.5 The group 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 Public Health Plan. This will be through invitation only for relevant individuals to attend specific meetings.

3.6 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.

#### **4. ELECTION OF OFFICE BEARERS**

##### **Chairperson and Vice Chairperson**

4.1 The role of Chairperson shall be undertaken by a member from the group. 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 the group. 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. In the event that the Chairperson and Vice Chairperson are absent, one of the members from the group present at the meeting shall be appointed to facilitate the meeting.

## **5. MEETINGS**

5.1 The City will provide administration and coordination support to the group, such as: scheduling and organising meetings; preparing agendas and meeting notes; and providing relevant advice as required. The notes may be used as the basis for further action by the City on an item (verbatim minutes of discussion will not be taken). The administration will generally be performed by the City's Admin Officer, with coordination support from the Recreation Development Coordinator, Community Development Coordinator, Cultural Development Coordinator and Environmental Health Coordinator. Managerial oversight will be provided by the Manager Community, Culture & Recreation.

5.2 The quorum shall be a minimum of 50% members present at the meeting.

5.3 The group shall meet quarterly unless otherwise required in a calendar year.

5.4 The Chairperson shall conduct the meeting in accordance with accepted meeting procedures.

5.5 All discussion items at meetings are to be considered confidential. Any declarations of interest should be acknowledged before each meeting.

## **6. OPERATING PROCEDURES**

6.1 Recommendations provided by the group will be noted in the meeting notes based on meeting outcomes; and all recommendations must relate to the meeting agenda discussion items and within the Terms of Reference for this group.

6.2 The group has no delegated power and has no authority to implement its recommendations; and the City is not bound to accept any recommendation from the group.

6.3 When voting on general matters, all members shall have one vote; simple majority will prevail. Where votes are even, the Chair will cast the deciding vote.





6.4 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.

6.5 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.

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

6.7 The City's CEO will periodically review membership, terms of reference and report to Council on the activities and achievements of the group.

## **7. ALTERATIONS**

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