

CITY OF BELMONT

# Terms of Reference: Access and Inclusion Advisory Group

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**City of Belmont**

215 Wright Street, Cloverdale Western Australia 6105

Locked Bag 379, Cloverdale Western Australia 6985

Open 8:30am - 4:45pm, Monday - Friday

9477 7222

9477 7224 (A/H)

[belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au)

[belmont.wa.gov.au](http://belmont.wa.gov.au)



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# 1. Purpose

The Access and Inclusion Advisory Group (AIAG) has been established to:

- 1.1 Provide strategic direction and leadership to ensure:
  - a. a link between Council, the local government and the Belmont community.
  - b. forums exist and community members and stakeholders are given the opportunity to assist in the development and implementation of the City's Access and Inclusion Plan.
  - c. primary focus is on issues which the Council has the ability (financially and legislatively) to address rather than issues which are the responsibility of Commonwealth or State Government Departments, the non-Government sector or other community groups. The Advisory Group may, however, provide information and advice on such issues if it considers the City has a role to play, as an advocate, partner or supporter.

# 2. Aims and Objectives

The AIAG will:

- 2.1 Provide recommendations, feedback and monitor the progress of the Access and Inclusion Plan, to be consistent with 1.1(b).
- 2.2 Provide forums to identify and articulate relevant information on developments, services and activities of interest within the City of Belmont.
- 2.3 Raise issues and opportunities which impact people with a disability in relation to the Access and Inclusion Plan initiatives.
- 2.4 Broadly represent community views on matters brought before the Advisory Group.

# 3. Composition

The AIAG shall comprise up to twenty (20) members. The members shall include:

- 3.1 Up to two (2) representatives of the Council.
- 3.2 Up to three (3) City of Belmont Officers:
  - a. Manager Economic and Community Development
  - b. Coordinator Community and Cultural Engagement
  - c. Cultural Engagement Officer
- 3.3 Community Members.
- 3.4 Service providers and/or other relevant stakeholders.
- 3.5 When required, the group will include members representing other sectors/communities.
- 3.6 A Chairperson who is nominated or self-nominated from the membership;

- 3.7 A Deputy Chairperson who is nominated or self nominated from the membership;
- 3.8 The Deputy Chairperson will represent the Chair in the case of his/her absence.
- 3.9 A temporary Chairperson will be chosen from the members present in the case of the Chairperson and Deputy Chairperson's absence.

## **4. Membership Terms**

- 4.1 Advisory Group members will be appointed for a period of two (2) years in line with each local government ordinary election.
- 4.2 Expressions of Interest (EOI) are to be called for all community membership positions at the completion of the two (2) year period, or if a replacement member is required to fill vacancies.
- 4.3 Following the close of EOIs, the Chairperson (if not available, the Deputy Chairperson) and two City of Belmont officers will make a recommendation to the City's Executive Leadership Team (ELT) for endorsement of membership.
- 4.4 The Chairperson and Deputy Chairperson are to be appointed by nomination or self-nomination at the November or December Meeting each year or the first meeting following the resignation of the Chairperson or Deputy Chairperson. A City of Belmont Officer will Chair the first part of the meeting to facilitate the appointment of the Chair.
- 4.5 The Chairperson or Deputy Chairperson can resign from their position at any time. The Chairperson or Deputy Chairperson are requested to submit their intention to resign in writing via email or letter.

## **5. Meetings**

- 5.1 A minimum of three (3) meetings will be held per year and will be scheduled for two (2) hours unless prior agreement is made to extend a meeting for a specific purpose.
- 5.2 Meetings will be held at the City of Belmont Civic Centre, unless otherwise agreed to be held at an alternative community based venue.
- 5.3 The annual calendar of meetings will be distributed to members by the City's relevant Administration Officer at the beginning of the calendar year.
- 5.4 Meetings may only be called by City of Belmont Officers and a City of Belmont Officer must be present.

## **6. Advisory Group Guidelines**

Advisory Group Members will comply with the Guidelines attached at Appendix A to these Terms of Reference.

## 7. Working Groups

The AIAG may recommend appointment of Working Groups to investigate specific issues and report back to the AIAG at each meeting. Working groups must not take any action without approval of the AIAG. Working groups can include people who are not AIAG members as long as this has been approved by the AIAG.

## 8. No Delegation of Powers

- 8.1 The local government has the discretion to review the role of, re-organisation or disbandment of the advisory group.
- 8.2 Advisory groups act in an advisory capacity only and have no delegated authority.
- 8.3 The Group must not:
  - a. enter into contractual relationships on behalf of the Council or City of Belmont.
  - b. issue a media release on behalf of the AIAG or the City of Belmont.
  - c. use the City of Belmont's Crest or Logo for external purposes.

## 9. Definitions

In these Terms of Reference:

**Community Member** means an individual who lives in the City of Belmont and is representing themselves as opposed to an organisation.

**Council** means the Council of the local government.

**local government** means the City of Belmont.

Attachments:

- Advisory Group Guidelines.

### Alternative Formats

This document is available on the City of Belmont website and 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) 9477 7219. For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.