City of Mandurah Advisory Group Terms of Reference

Document Control

Effective date	Next review due	Amendment	Prepared by	Endorsed by	Approved by
23/11/2021	Oct 2023	Adopted new Terms of Reference for AIAG, MEAG and YAG	Manager Governance Procurement and Land	Governance Services	Council G.13/11/21
28/11/2023	Oct 2025	Minor amendments	Place and Community, Built and Natural Environment, Governance Services	Council	Council G.18/11/22
28/10/2025	Oct 2027	Amendments and Approval of Terms of Reference for AIAG, MEAG and YAG	Place and Community, Built and Natural Environment, Governance and Legal Services	Council	Council .G6/10/2025
27/10/2026		Minor amendment - Youth Advisory Group membership	Place and Community	Council	TBC

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Access and Inclusion Advisory Group

1. Authority and purpose

Authority

The Council of the City of Mandurah ('**Council**' **or** '**City**') has established the City of Mandurah Access and Inclusion Advisory Group (**Advisory Group**).

Purpose

The purpose of the Advisory Group is to provide advice and assistance to the City regarding matters relating to:

a) Strategies identified in the City's Access and Inclusion Plan
b) Actions detailed in the Access and Inclusion Implementation Plan
c) Access and inclusion issues within the boundaries of the City of Mandurah
d) Access and inclusion issues with City of Mandurah strategies, plans and major projects.

2. Responsibilities

The Advisory Group is to:

a) Represent people with disability and their networks when participating in Advisory Group meetings.
b) Provide feedback to relevant City officers relating to City projects with specific relevance to providing access and inclusion for people with disability.
c) Attend at least four advisory group meetings out of 6 meetings per calendar year.
d) At the invitation of the City attend site visits and during such visits comply with all safety directions provided.

3. Membership

Composition

The Advisory Group shall comprise of:

a) Two Elected Members.
b) 12 community members with experiences and/or knowledge of disability-related needs, trends and current challenges and the value of social inclusion for people with disability in community.
c) One representative or their proxy from each of the two National Disability Insurance Scheme (NDIS) local partners (early childhood intervention and nine (9) years plus).

d) One representative or their proxy from a local organisation working within one of the outcome areas of the City's Access and Inclusion Plan. This organisation will be determined by the group at the end of each term ready for commencement for new term.

e) Two City officers representing two outcome areas of the City's Access and Inclusion Plan providing support to the group.

f) Executive Manager Community Services or their proxy.

Role of City Officers

The City will provide executive support for the Group, who will act as 'administrative support' and primary point of contact between the Advisory Group and the City.

The City may invite guests to the attend and present to the Advisory Group. The guests include but are not limited to City Officers or external consultants.

Election of Chairperson

The Advisory Group shall elect one Group Member to be Chairperson. The Advisory Group may also wish to elect a Deputy Chairperson. The term of this appointment will expire on the day of the next ordinary local government election. If no nominations are received, the Chairperson role will be undertaken by a City officer.

Role of Elected Member

Individual Elected Members appointed to the Advisory Group have no authority to make Council decisions. Elected Members who are representing Council can only vote and provide advice that is consistent with Council policy or position. Elected Members must comply with the *Code of Conduct for Elected Members, Committee Members and Candidates* at all times.

Member Support

Members may attend meetings with a support person to assist with disability-related needs to support active participation in the meetings and/or site visits.

Volunteer Code of Conduct

Community members of the Advisory Group are bound by the City of Mandurah Volunteer Code of Conduct. On appointment to the Advisory Group a community member must read the Volunteer Code of Conduct and complete the Code of Conduct Declaration.

4. Appointment

All appointments expire on the date of an ordinary local government election held every two years and appointments of all members will be made by Council at a Council meeting following the ordinary local government election.

Appointment of Community Members will be made following a public advertisement.

The evaluation of potential members will be assessed by the City and appointments will be approved by Council on the basis of the potential member's skills and experience in any or all of the following:

- Lived experience of a disability
- Carers experience of a person with disability
- Professional experience (i.e. working in an industry that provides support to people with disability).

Where at least three community advocate positions become vacant, and there are at least four meetings remaining in the current term, the City may undertake a targeted recruitment process without public advertisement to fill these vacancies. The appointment of members will require Council endorsement.

5. Meetings

Frequency

Meetings shall be held bi-monthly.

Electronic Attendance

Electronic attendance to meetings may be permitted, however in person meetings are preferred where the agenda includes working groups or onsite visits.

Minutes and matters arising

All meetings shall be minuted by the Executive Support, and minutes shall be approved by the Advisory Group Meeting.

Where possible, agendas and minutes from previous meeting, along with supporting documents for discussion at the meeting, will be circulated five days prior to the Meetings.

Reporting

The Advisory Group shall, as and when required by the City, report fully on its activities.

Confidentiality

All Members will be required to adhere to the City's confidentially requirements. In particular, no confidential information received or generated by the Advisory Group will be disclosed to unauthorised persons.

Declarations of Interest

Members must declare interests as matter of good governance at the commencement of a Group Meeting.

Any instance where a member(s) has a commercial interest or is closely associated with an organisation that has an interest in the business of the City which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, should be declared to the City representative before or at the relevant meeting.

Mandurah Environmental Advisory Group

1. Authority and purpose

Authority

The Council of the City of Mandurah ('**Council**' **or** '**City**') has established the City of Mandurah Environmental **Advisory Group**.

Individual Elected Members appointed to the Advisory Group have no authority to make Council decisions. Elected Members who are representing Council can only vote and provide advice that is consistent with Council policy or position. Elected Members must comply with the *Code of Conduct for Elected Members, Committee Members and Candidates* at all times.

Purpose and Objective

The purpose of the Advisory Group is to advise Council on strategic environmental direction taken by the City and general environmental issues, consistent with the intent of the City's Strategic Community Plan 2024-2044 and Corporate Business Plan 2024-2028.

2. Responsibilities

The Advisory Group is to:

- Have a broad understanding of the environmental and planning legislative framework operating in WA.
- Be fully conversant with agenda items and display a high level of preparedness for meetings.
- Be regularly in attendance at meetings.
- Present evidence-based advice to inform decision making and support better and more sustainable outcomes relevant to environmental issues that the City is faced with.
- Support in decisions related to supporting the City's environmental volunteer network.

3. Membership

Composition

The Advisory Group shall comprise of:

a) 1 Elected Member

b) 1 Deputy Elected Member to serve as a proxy;

c) Seven community representatives ideally with a working knowledge and demonstrated experience and involvement in addressing local environmental issues

The Advisory Group shall elect one Group member to be chairperson. The term of this appointment will expire on the day of the next ordinary local government election.

Appointment of external persons will be made following a public advertisement. The City may consider advertising for replacement members, subject to Council's approval of the membership.

The evaluation of potential members will be assessed by the City, and appointments will be approved by Council on the basis of the potential member's skills and experience in any or all of the following:

- Bushland management and conservation
- Urban Canopy management
- Sustainable development
- Community engagement on matters related to environmental initiatives
- Coastal management issues
- Waste management
- Water Resource management

External member(s) will be persons with no operating responsibilities with the City of Mandurah, nor will that person provide paid services to the City either directly or indirectly.

Any instance where an external member(s) has a commercial interest, or is closely associated with an organisation that has an interest in the business of the City which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, should be declared to the City representative before or at the relevant meeting.

Volunteer Code of Conduct

Community members of the Advisory Group are bound by the City of Mandurah Volunteer Code of Conduct. On appointment to the Advisory Group a community member must read the Volunteer Code of Conduct and complete the Code of Conduct Declaration.

4. Appointment

Council may at any time appoint such persons as required to the Advisory Group.

All appointments expire on the date of an ordinary local government election held every two years and appointments of all members will be made by Council at the November Council meeting following the ordinary local government election.

5. Meetings

Quorum

No quorum is required for meetings of the Advisory Group.

Frequency

Meetings shall be held monthly, unless otherwise resolved by the Advisory Group.

Electronic Attendance

Electronic attendance to meetings may be permitted, however in person meetings are preferred where the agenda includes working groups or onsite visits.

Minutes and matters arising

All meetings shall be minuted by the Minute Taker, and minutes shall be approved by the Advisory Group at the next Group Meeting.

Agendas will be circulated at least five days prior to the Meetings.

Reporting

The Advisory Group shall, as and when required by the City, report fully on its activities.

Confidentiality

All Advisory Group members will be required to adhere to the City's confidentially requirements. In particular, no confidential information received or generated by the Advisory Group will be disclosed to unauthorised persons.

Declarations of Interest

Members must declare interests as matter of good governance at the commencement of a Group Meeting.

Any instance where a member(s) has a commercial interest or is closely associated with an organisation that has an interest in the business of the City which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, should be declared to the City representative before or at the relevant meeting.

Youth Advisory Group

1. Authority and purpose

Authority

The Council of the City of Mandurah ('**Council**' **or** '**City**') has established the City of Mandurah Youth Advisory Group.

Purpose and Objective

The purpose and objective of the Youth Advisory Group is to:

a) Represent the voices of young people within the community, by actively participating in City consultation processes and providing informed advice to Council.

b) Empower young people to develop their leadership skills, confidence and capacity, supporting the development of young leaders in our community.

2. Responsibilities

The Youth Advisory Group is to:

a) Represent the voices of young people when consulted on City and community projects.

b) Attend at least six out of nine advisory group meetings per calendar year.

c) Promote and represent the Youth Advisory Group in a positive and respectful manner at all times, in accordance with the City's Volunteer Code of Conduct.

d) Participate in co-design of events and projects for young people as appropriate

3. Membership

Composition

The Advisory Group shall comprise up to 14 young people aged 15-24, living, working, or studying in the City of Mandurah.

Role of City Officers

The City will provide executive support for the Group, who will act as 'administrative support' and primary point of contact between the Advisory Group and the City.

The City may invite guests to attend and consult the Advisory Group.

Election of Chairperson

The Advisory Group shall elect one Group Member to be chairperson and one Group Member as Vice Chairperson. Each appointment will be for a term of up to six months.

Role of Elected Member

Individual Elected Members can be invited to attend the Advisory Group as a guest in an observational capacity.

Elected Members who are representing Council can only provide advice that is consistent with Council policy or position. Elected Members must comply with the *Code of Conduct for Elected Members, Committee Members and Candidates* at all times.

Volunteer Code of Conduct

Community members of the Advisory Group are bound by the City of Mandurah Volunteer Code of Conduct. On appointment to the Advisory Group a community member must read the Volunteer Code of Conduct and complete the Code of Conduct Declaration.

4. Appointment

All appointments expire on the date of an ordinary local government election held every two years and appointments of all members will be made by Council at a Council meeting following the ordinary local government election.

Appointment of Community Members will be made following a public advertisement.

The evaluation of potential members will be assessed by the City in an endeavour for an optimal group with a recommendation to Council taking into consideration the following: following:

- Young people aged 15-24 living, working, or studying within the City of Mandurah.
- Members appointed represent the diversity of young people across the City of Mandurah; place of residence, age, gender and sexuality, education, and cultural background.
- Young people show a passion and desire to contribute to the Mandurah community.

The City may consider advertising for replacement members, subject to Council's approval of the membership.

5. Meetings

Quorum

The Quorum for an Advisory Group meeting shall be one more than half the number of members of the Advisory Group.

Frequency

Meetings shall be held monthly, with a minimum of nine meetings in a calendar year, unless otherwise resolved by the Advisory Group.

Electronic Attendance

Electronic attendance to meetings may be permitted, however in person meetings are preferred where the agenda includes working groups or onsite visits.

Minutes and matters arising

All meetings shall be minuted by the designated Minute Taker, and minutes shall be approved by the Advisory Group at the subsequent Advisory Group Meeting.

Agendas will be circulated at least three days prior to the Meetings.

Reporting

The Advisory Group shall, as and when required by the City, report on its activities.

Confidentiality

All Advisory Group members will be required to adhere to the City's confidentially requirements. In particular, no confidential information received or generated by the Advisory Group will be disclosed to unauthorised persons.

Declarations of Interest

Members must declare interests as matter of good governance at the commencement of a Group Meeting.

Any instance where an external member(s) has a commercial interest or is closely associated with an organisation that has an interest in the business of the City which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, should be declared to the City representative before or at the relevant meeting.