

This Terms of Reference document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Universal Access and Inclusion Reference Group.

## 1. Name

The name of this Group is 'Town of Cottesloe Universal Access and Inclusion Reference Group'. All references to 'Group' in this Terms of Reference mean 'Town of Cottesloe Universal Access and Inclusion Reference Group'.

## 2. Establishment

This Group is not a committee formed under the provisions of the Local Government Act 1995.

## 3. Purpose

The purpose of this Group is to guide and assist the Town of Cottesloe to improve universal access across the Town.

## 4. Terms of Reference

- a. To assist and provide advice on matters concerning universal access in the Town
- b. To assist with the review and development of the Town's Disability Access and Inclusion Plan (DAIP)

## 5. Membership

Membership of this Group will generally comprise of:

- One Town of Cottesloe Elected Member (who will be the Presiding Member of the Group)
- One Department of Communities representative
- One Curtin Heritage representative
- Up to four Community representatives
- Representatives from service providers as invited by the Town Of Cottesloe

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage, the Town's eNewsletter and notice boards. Council will then select and appoint new members.

Community representation is valid for two years; until the person resigns; the Group is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Group, the Group is disbanded or Council resolves to amend the representation on the Group.

## **6. Meetings**

### **6.1 Annual General Meeting**

Nil

### **6.2 Group Meetings**

Meetings shall be held not more frequently than every two months, unless a special meeting of the Group is called for a specified purpose.

### **6.3 Quorum**

As this Group has no delegated authority, there is no requirement for a quorum to be present. However, it is generally accepted that fifty percent of appointed members and one Elected Member should be present to endorse the minutes of a previous meeting.

### **6.4 Voting**

As this Group has no delegated authority, any recommendation or comment provided shall require the support of fifty percent of the members present.

### **6.5 Minutes**

The Town's Administration will provide a record of each meeting to the next ordinary meeting of the Group. These records may be used by Council when considering recommendations forwarded to Council for consideration.

### **6.6 Who acts if the Presiding Member is unavailable**

In the event the Presiding Member of the Group is unable to attend a meeting, a ballot shall be called by the most senior staff member present for a chair for that meeting.

### **6.7 Meetings**

Meetings will not ordinarily be open to the public to attend and participate in.

### **6.8 Public Question Time**

As the Group has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

### **6.9 Group Members' Conduct**

Elected Members of the Group shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;

- Town of Cottesloe *Council Members, Committee Members and Candidates Code of Conduct*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*, with respect to their conduct at meetings and their duty of disclosure.

Appointed Group members will observe and conduct themselves in line with the Town's *Council Members, Committee Members and Candidates Code of Conduct* relating specifically to their participation in the Group, at all times. Town Of Cottesloe Officers will conduct themselves in line with the *Code of Conduct for Employees*.

#### **6.10 Reference Group Administration**

The Chief Executive Officer (or their nominated representative) shall undertake the following duties:

- Prepare and distribute meeting papers as required
- Attend and note the issues and ideas put forward
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

#### **6.11 Presiding Member**

The Presiding Member shall be appointed by Council.

#### **6.12 Meeting attendance fees**

Nil

### **7. Delegated Authority**

This Group has no delegated authority.

### **8. Endorsement**

This Terms of Reference was endorsed by the Town of Cottesloe Council at its meeting on 23 July 2024.