

12.5 Adoption of Mindeera and Access and Inclusion Advisory Group Terms of Reference

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| Location | Town-wide |
| Reporting officer | Katie Schubert |
| Responsible officer | Paul Gravett |
| Voting requirement | Simple majority |
| Attachments | 1. Mindeera Advisory Group Terms of Reference [12.5.1 - 3 pages] 2. Access and Inclusion Advisory Group Terms of Reference [VJGG] [12.5.2 - 3 pages] |

Recommendation

That Council:

1. Endorses the terms of reference for the Mindeera Advisory Group as included in attachment one.
2. Endorses the terms of reference for the Access and Inclusion Advisory Group as included in attachment two.
3. Endorses a term of 24-month membership for the Access and Inclusion Advisory Group and the Mindeera Advisory Group.
4. Appoints one additional elected member to the Access and Inclusion Advisory Group.

Purpose

To endorse the terms of reference for the Mindeera Advisory Group and the Access and Inclusion Advisory Group as included in attachments one and two respectively.

In brief

- At the 20 October 2020 Ordinary Council Meeting, Council resolved:

That Council:

1. Appoints the following persons to the Mindeera Advisory Group available community member positions:

- a. Kelsi Forrest*
- b. Veronica Forrest*
- c. Trevor Vaughan*
- d. Dyland Collard*
- e. Wanjie Song*
- f. Xanthe Shaw*
- g. Flavia Pardini*
- h. Hannah McGlade*

2. Appoints no more than three elected members to the Mindeera Advisory Group.

3. Appoints the following persons to the Access and Inclusion Advisory Group available community member positions:

- a. Petrina Scott*
- b. Asile Wong*

4. Requests that the Chief Executive Officer presents a further report back to Council by the December 2020 Ordinary Council Meeting with its proposed terms of reference for the Mindeera and the Access and Inclusion Working Group.

- On 11 November 2020, the newly formed Mindeera Advisory Group met for the first time. At this meeting the draft terms of reference were discussed.
- On 13 November 2020, the newly formed Access and Inclusion Advisory Group met for the first time. At this meeting the draft terms of reference were discussed.
- Requested changes by both groups have been confirmed as meeting governance requirements.
- After the updated terms of reference were recirculated, the Mindeera Advisory Group have subsequently agreed for the document to be submitted to Council for endorsement.
- The Access and Inclusion Advisory Group have collectively agreed for the document to be presented Council for final endorsement.

Background

1. At the 21 July 2020 Ordinary Council Meeting, Council resolved to establish the Access and Inclusion Advisory Group and the Mindeera Advisory Group, and an expression of interest process was undertaken.
 2. At the 18 August 2020 Ordinary Council Meeting, five community members and two elected members (Cr Luana Lisandro and Cr Claire Anderson) were appointed and re-advertising for expression of interest occurred for the Access and Inclusion Advisory Group.
 3. At the 18 August 2020 Ordinary Council Meeting, one community member was appointed and re-advertising for expression of interest occurred for the Mindeera Advisory Group.
 4. At the 20 October 2020 Ordinary Council Meeting, two additional community members were appointed to the Access and Inclusion Advisory Group.
 5. At the 20 October 2020 Ordinary Council Meeting, eight additional community members and three elected members (Cr Luana Lisandro, Cr Ronnhda Potter and Deputy Mayor Bronwyn Ife) were appointed to the Mindeera Advisory Group.
 6. On 11 November 2020, the first Mindeera Advisory Group meeting was held. The draft terms of reference were presented to the Group.
 7. As per the Council resolutions and draft terms of reference, the Mindeera Advisory Group shall be comprised of the following members:
 - (a) Nine community members selected following an Expression of Interest process;
 - (b) Three elected members; and
 - (c) Four Town officers. Additional officers and guests may be invited based on meeting agenda and priorities.
 8. On 13 November 2020, the first Access and Inclusion Advisory Group meeting was held. The draft terms of reference were presented to the Group.
 9. As per the Council resolutions and draft terms of reference, the Access and Inclusion Advisory Group is the following members:
 - (a) Seven community members selected following an Expression of Interest process;
 - (b) Two elected members; and
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(c) Four Town officers. Additional officers and guests may be invited based on meeting agenda and priorities.

10. On 13 November 2020, after requested changes by the Mindeera Advisory Group and additional governance advice, the terms of reference were recirculated to the group for consideration. Consensus was reached via email.

Strategic alignment

| Civic Leadership | |
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| Strategic outcome | Intended public value outcome or impact |
| CL02 - A community that is authentically engaged and informed in a timely manner. | Community members have the opportunity to be engaged and provide advice on plans and strategies. |

| Social | |
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| Strategic outcome | Intended public value outcome or impact |
| S02 - An informed and knowledgeable community. | Town plans and strategies are driven and informed by the community. |
| S03 - An empowered community with a sense of pride, safety and belonging. | Community members have the opportunity actively participate in the development and delivery of Town plans and strategies. |
| S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage. | Community members have to opportunity to provide expertise advice during the development and delivery of Town plans and strategies. |

Engagement

| Internal engagement | |
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| Governance | Advice provided on the terms of reference and overall requirements within <i>Policy 101 Governance and Council advisory and working groups</i> . |

| External engagement | |
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| Stakeholders | Access and Inclusion Advisory Group and Mindeera Advisory Group |
| Period of engagement | n/a |
| Level of engagement | 2. Consult |
| Methods of engagement | Draft terms of reference were included with the meeting agenda. The documents were discussed at each groups' initial meeting. Revised terms of reference were emailed to Mindeera Group members for consideration / feedback. |
| Advertising | n/a |

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| Submission summary | n/a |
| Key findings | <p>Two changes requested from the Access and Inclusion Advisory Group in points 3 and 4.</p> <p>With several changes requested from the Mindeera Advisory Group including requests for proxies, guests, distribution of agendas and minutes and appointment of new members, additional advice was sought from Governance. Based on this advice and requests, additional minor changes were made to points 3, 4, 6, 11, 13, 14 and 16 of the terms of reference.</p> |

Legal compliance

Not applicable.

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|--|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | Additional required officer time for administrative support for disbanded and reinstating group. | Minor | Likely | Moderate | Low | Provision of a 24-month term for both Advisory Groups. |
| Environmental | Not applicable. | | | | | |
| Health and safety | Not applicable. | | | | | |
| Infrastructure/ ICT systems/ utilities | Not applicable. | | | | | |
| Legislative compliance | Not applicable. | | | | | |
| Reputation | Risk that aspects of the DAIP and RAP will not be delivered due to limited community consultation during group transition times. | Moderate | Possible | Moderate | | Provision of a 24-month term for both Advisory Groups. |
| Service | Not applicable. | | | | | |

Financial implications

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| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact | Nil. |

Analysis

1. On 11 November 2020 the first Mindeera Advisory Group meeting was held. The main item for discussion was the draft terms of reference. This was provided as pre reading along with the agenda.
2. The following changes were proposed by the Mindeera Advisory Group.
 - (a) Extension of the group membership and terms of reference from the original endorsed term of 12-months to 24-months. As the group has taken some time to establish, members were concerned that the group would disband as they gain momentum. Therefore, it was proposed to extend the membership term to enable a longer period for consistency and effectiveness. It was identified that elected members will be reallocated to all advisory and working groups as part of the election process, rather than aligned with community membership timeframes.
 - (b) Request for proxies when a member is unable to attend. Unfortunately, proxies are unable to be included as members were appointed through an Expression of Interest process, which has been endorsed by Council. However, group members will have the opportunity to provide advice, thoughts, and guidance before meetings when they are unable to attend. This information will be brought to the group for consideration when determining consensus on a topic at hand.
 - (c) Request to include the ability to have guests at meetings. Included in memberships (Point 4) and Point 17 allows the groups to invite guests.
 - (d) Request to include information on how members exit and enter the group. Ideally the group would have preferred the ability to appoint new members. The group is unable to appoint new members directly, however replacements can be sought through an Expression of Interest process and Town officers would undertake this if the group requires. Point 6 has been added to include exiting and appointment of new members.
 - (e) The group may require more meetings than bi-monthly – ‘or as needed’ has been included in Point 11.
 - (f) Request to include contacting Town officer if unable to attend a meeting or with agenda items. Point 13 and 14 now include this.
 - (g) Request to circulate agendas and minutes to the group directly, not just on the website. This has been included in Point 16.
3. With additional requested changes by the group and additional governance advice, the terms of reference were recirculated to the group for consensus. The members agreed via individual correspondence with officers for the document to go to December 2020 Ordinary Council Meeting for final endorsement.
4. On 13 November 2020 the first Access and Inclusion Advisory Group meeting was held. The main item for discussion was the draft terms of reference. This was provided as pre reading along with the agenda.
5. Two changes were proposed by the group.

- (a) Extension of the group membership and terms of reference from the original endorsed term of 12-months to 24-months. As the group has taken some time to establish, members were concerned that the group would disband as they gain momentum. Therefore, it was proposed to extend the membership term to enable a longer period for consistency and effectiveness. It was identified that elected members will be reallocated to all advisory and working groups as part of the election process, rather than aligned with community membership timeframes.
 - (b) Group membership to comprise of three elected members, instead of the current two appointed elected members. *Policy 101* allows up to three elected in advisory groups.
6. With these amendments to the terms of reference, the members collectively agreed for the document to be presented to December 2020 Ordinary Council Meeting for final endorsement.

Relevant documents

[Policy 101 Governance of Council Advisory and Working Group](#)