

Canning Access and Inclusion Advisory Group Terms of Reference

Background

The Canning Access and Inclusion Advisory Group (CAIAG) was formed in March 2020 and consists of community members who identify as having lived experience of access and inclusion barriers, along with other individuals supporting the city's vision of being a welcoming and thriving City.

The CAIAG's first project was to co-design the [City's Access and Inclusion Policy \(AD.08\)](#) and since that time, the group has provided advice and support on a wide range of City projects and initiatives striving to achieve access and inclusion best practice.

Aims

The aims of the Canning Access and Inclusion Advisory Group are to:

- a) Advise City on matters related to access and inclusion.
- b) Support the development, implementation, review, and evaluation of various strategies, plans, services, and other initiatives.

Purpose

The purpose of the Canning Access and Inclusion Advisory Group is to:

- a) Provide City Officers with a reference point for welcoming the views of community members who experience barriers to access, inclusion, and equity on a range of issues and topics.
- b) Serve as a key source of advice in ensuring that equity related to disability, access and inclusion is upheld.
- c) Represent community views on access, inclusion and equity matters brought before the Group by City Officers.
- d) Raise challenges and opportunities which relate to access, inclusion, and equity in the Canning community.
- e) Achieve the best possible range of diverse lived experiences related to access, inclusion, and equity, including but not limited to those of Culturally and Linguistically Diverse (CaLD), youth, LGBTQIA+ individuals, and other marginalised groups, to ensure these perspectives are presented to City Officers during planning and decision making.

Group Membership

- A minimum of six (6) Group members will make a quorum for Group meetings.
- Types of membership:
 - Community Representation: Membership will be sought to represent the areas of people living with disability, carers/family members of people living with disability, Aboriginal and/or Torres Strait Islander peoples, people from Culturally and Linguistically Diverse backgrounds, people identifying as LGBTQIA+ and Sector/Peak Body representatives, other community members who identify as having lived experience of access and inclusion barriers.
- New advisory group members will be recruited, as and when needed, following a review by the Manger Community Development & Libraries. Expiry dates for term of appointment will be aligned with all membership expiry dates.

- The City will advertise for nominations for the group through its usual communication and engagement channels. Applications to be submitted via the City's Your Say engagement platform. City Officers' will assess nominations and make recommendations to the Manager for endorsement.
- The selection of members will be at the discretion of the Manager Community Development & Libraries.
- Advisory Group structure will consist of:
 - Advisory group members as selected and invited to attend.
 - City Officers: City Officers will be specified according to the needs of the Group. City staff attending the Group will table papers for discussion and participate in the discussion.
 - The CDO – Age Friendly will provide advice and support on matters relating to age-friendly initiatives and progressing actions that align with the group's objectives.
 - The CDO – Disability Access and Social Inclusion will arrange for the preparation and distribution of the agendas, notice of meetings, and the recording and distribution of minutes. This Officer is also responsible for arranging meeting venue, refreshments, accessibility requirements and coordinating any presentations.
 - Elected Members: Elected Members may attend advisory group meetings.

Frequency and Structure of Meetings

- The Group will meet on a quarterly basis.
- A meeting will be limited to a maximum of one and a half hours duration unless the Group resolves to extend the meeting to a particular time or the completion of business.
- Extraordinary meetings may be called by the Manager Community Development & Libraries.
- The location, date and starting time for meetings will be advised on the agenda.
- To ensure meetings are accessible to all members, the City may provide taxi vouchers to and from meetings, dependent upon individual needs and circumstances.
- Members are encouraged to attend meetings in person. An online (Microsoft Teams) option may be made available where needed to support accessibility or when in-person attendance is not possible.
- Meetings will not be open to members of the public.
- Representatives of the community or other organisations may be invited or requested to address the Group and matters on the agenda.
- In special cases, a meeting may be cancelled or re-scheduled.

Facilitation of Meetings

- Notice of all meetings shall be given by the CDO – Disability Access and Social Inclusion.
- The notice of meeting and papers shall be provided to members at least five (5) working days prior to the meeting.
- The CDO – Disability Access & Social Inclusion Officer will be responsible for preparing the Advisory Group Agenda.

- Meetings will be chaired by a City of Canning Officer.

Terms of the Group and Membership

- The term of appointment for membership, will be a period of two (2) years. A group member may be nominated for re-appointment upon the expiry of their term up to a maximum of three (3) consecutive terms.
- Members are required to attend a minimum six of the eight meetings scheduled throughout their two-year term.
- If a vacancy on the group were to occur, an alternative member may be recruited and reviewed by the Manager of Community Development & Libraries.

Resignations and Terminations

- A member may resign from the Group at any time by informing a suitable City officer in writing (i.e., email or letter).
- Group members no longer deemed suitable may have their membership revoked at the discretion of the Manager Community Development and Libraries.
- Conflict resolution actions between group members will be at the discretion of the Chief Executive Officer.

Code of Conduct

- Each member is required to observe the City of Canning's Employee Code of Conduct, which also applies to City volunteers and advisory group members.

The Employee Code explains expectations of behaviour grouped into:

1. behaviour (including personal behaviour, dealing with City employees and the community);
 2. performance of duties;
 3. conflicts of interest and disclosure;
 4. communication, confidentiality and disclosure of information;
 5. use of City resources;
 6. information - records management, retention and disposal;
 7. making ethical decisions;
 8. gifts (including hospitality); and
 9. fraudulent or corrupt behaviour.
- Group members are expected to:
 - Act in good faith, honouring the intention of the group to progress actions for access and inclusion;
 - Act with integrity and honesty; and
 - Respect the opinions and viewpoints of others.

Confidentiality and Privacy

- Members may have access to confidential, sensitive or personal information during their participation on the Advisory Group. Members must maintain the confidentiality and security of all information obtained through the Advisory Group and must not access, use, disclose or retain confidential or personal information except where authorised and required for the performance of their role.

- Members are expected to comply with the City's privacy, information management and recordkeeping policies, and with applicable privacy legislation, including the Privacy and Responsible Information Sharing framework, when handling any personal information.

Media Protocols

- Members are not permitted to speak on behalf of or represent the City without explicit written approval of the Manager Community Development & Libraries.
- Members are not to speak to the media in their capacity as Advisory Group Members. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council.

Review and Endorsement of Terms of Reference

- The Terms of Reference shall be reviewed at least every two years, or more often if required by the City's Administration.
- The Terms of Reference was last reviewed with the Group on 17 August 2026.
- The Canning Access and Inclusion Advisory Group Terms of Reference was endorsed by City's Chief Executive Officer and/or Director Customer and Community on 25 August 2026.