

12.9 Mindeera Advisory Group and Access and Inclusion Advisory Group Membership and Terms of Reference

Location	Town-wide
Reporting officer	Acting Community Development Coordinator
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - Access-and- Inclusion- Advisory- Group- Nomination- Form- Result V 2 [12.9.1 - 12 pages] 2. CONFIDENTIAL REDACTED - Mindeera Advisory Group Nomination Form Result v 2 [12.9.2 - 7 pages] 3. Mindeera Advisory Group - Terms of Reference - Updated 2022 [12.9.3 - 3 pages] 4. Access and Inclusion Advisory Group - Terms of Reference - Updated 2022 [12.9.4 - 2 pages] 5. CONFIDENTIAL REDACTED - Expression of Interest - Mindeera Advisory Group 2022 - Assessment Matrixv 4 [12.9.5 - 1 page] 6. CONFIDENTIAL REDACTED - Expression of Interest - Access and Inclusion Advisory Group 2022 - Assessment Matrixv 2 [12.9.6 - 1 page]

Recommendation

That Council:

1. Appoints the following new persons to the Mindeera Advisory Group community member position:
 - a. Amber Ugle-Hayward
 - b. Stephanie Ludekens
 - c. Jordanna Rebbeck
 - d. Gerard Siero
2. Notes the following persons to be in reserve if a community member position becomes available:
 - a. Shania Danischewsky
 - b. Nathan Curran
 - c. Andrew Dobosz
3. Appoints the following persons to the Access and Inclusion Advisory Group:
 - a. Tony Vardaro
 - b. Conor Mahady
 - c. Ingrid Moore
 - d. Caitlin McLeod
 - e. Ian Tsolakis
4. Notes the following persons to be in reserve if a community member position becomes available:
 - a. Jasmine Marshall
 - b. Sally Willmott
 - c. Callie Hagdorn
 - d. Jade Wilson
 - e. Samantha Bowen
 - f. Emma Abbott
 - g. Syed Muzaffar Ahmed
5. Approves the updated Terms of Reference for the Mindeera Advisory Group and the Access and

Purpose

To formally appoint the recommended applicants for the Mindeera Advisory Group and the Access and Inclusion Advisory Group.

In brief

- Council endorsed an expression of interest process for Mindeera and Access and Inclusion Advisory Groups at the Ordinary Council Meeting 16 November 2021.
- The Town implemented the expression of interest process and assessed all applications against the criteria endorsed by Council at the Ordinary Council Meeting 21 July 2020.
- Four new members are recommended to join the Mindeera Advisory Group and five new members are recommended to join the Access and Inclusion Advisory Group.
- The Terms of Reference for both groups have been updated to reflect the new membership numbers and to allow the Town to contact other applicants if positions become available.

Background

1. At the Ordinary Council Meeting on 16 November 2021 Council endorsed resolution 244/2021:
 - a. That Council:
 - i. Approves re-advertising for expression of interest applications for the Access and Inclusion Advisory Group and the Mindeera Advisory Group for the remaining 12 months of the 24-month term of the current group.
 - ii. Requests that the Chief Executive Officer presents a further report back to Council by the February 2022 Ordinary Council Meeting with recommended additional appointment of members and recommended changes to the terms of reference to reflect the new membership.
2. The Town launched the EOI process on Friday 3 December 2021 for a two-week period, closed on Monday 20 December 2021.
3. The EOI was advertised by the following
 - a. Town's Website
 - b. LinkedIn
 - c. Metropolitan Western Australian Perth Now Southern Local News Paper
 - d. Facebook
 - e. Distributed by existing advisory group member's networks
4. The Town received 7 eligible applications for the Mindeera Advisory Group
5. The Town received 12 eligible applications for the Access and Inclusion Advisory Group
6. The Community Development Coordinator, Community Development Officer - Reconciliation, and Governance Officer assessed applications for the Mindeera Advisory Group.
7. The Community Development Coordinator, Community Development Officer - Inclusion, and Governance Officer assessed applications for the Access and Inclusion Advisory Group.
8. Each application was assessed in line with Policy 101 Governance of Council Advisory and Working Groups, based on criteria endorsed by Council at the Ordinary Council Meeting on 21 July 2020.
9. Criteria for the Mindeera Advisory Group as endorsed by Council is:
 - a. Embedding Aboriginal and Torres Strait Islander perspectives into Town wide operations and initiatives

- i. Applicant can demonstrate prior experience in working with organisations to embed Aboriginal and Torres Strait Islander perspectives into operations and initiatives
 - ii. Applicant can demonstrate a willingness to support the Town to embed Aboriginal and Torres Strait Islander perspectives into operations and initiatives
 - b. Experience in developing locally appropriate reconciliation initiatives
 - i. Applicant can demonstrate prior experience in developing locally appropriate reconciliation initiatives within communities and organisations
 - ii. Applicant can demonstrate a willingness to develop locally appropriate reconciliation initiatives within the community and Town
 - c. Experience in policy development and community consultation
 - i. Applicant can demonstrate prior experience in policy development and community consultation
 - ii. Applicant can demonstrate a willingness to work towards policy development and engaging in community consultation
 - d. Willingness to improve access and engagement for Aboriginal and Torres Strait Islander employees, clients and community members
 - i. Applicant can demonstrate prior experience in improving access and engagement for Aboriginal and Torres Strait Islander employees, clients and community members
 - ii. Applicant can demonstrate a willingness to work improving access and engagement for Aboriginal and Torres Strait Islander employees, clients and community members
 - e. Resident of the Town of Victoria Park
 - i. Applicant is a resident of the Town of Victoria Park
10. Criteria for the Access and Inclusion Advisory Group as endorsed by Council is
- a. Embedding Disability, Access and Inclusion perspectives into Town wide operations and initiatives
 - i. Applicant can demonstrate prior experience in working with organisations to embed Disability, Access and Inclusion perspectives into operations and initiatives
 - ii. Applicant can demonstrate a willingness to support the Town to embed Disability, Access and Inclusion perspectives into operations and initiatives
 - b. Experience in developing locally appropriate access and inclusion initiatives
 - i. Applicant can demonstrate prior experience in developing locally appropriate access and inclusion initiatives within communities and organisations
 - ii. Applicant can demonstrate a willingness to develop locally appropriate access and inclusion initiatives within the community and Town
 - c. Experience in policy development and community consultation
 - i. Applicant can demonstrate prior experience in policy development and community consultation
 - ii. Applicant can demonstrate a willingness to work towards policy development and engaging in community consultation
 - d. Willingness to improve access and engagement for people with disability
 - i. Applicant can demonstrate prior experience in improving access and engagement for people with disability
 - ii. Applicant can demonstrate a willingness to work improving access and engagement for people with disability
 - e. Resident of the Town of Victoria Park
 - i. Applicant is a resident of the Town of Victoria Park

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact

CL02 - A community that is authentically engaged and informed in a timely manner.	Community members have an opportunity to engage and provide expert advice on plans and strategies that have an impact on them and the broader community.
CL09 - Appropriate devolution of decision-making and service provision to an empowered community.	Advisory groups provide recommendations and expert advice on decision-making and service provision.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The Disability Access and Inclusion Plan is a legislative requirement of the Town.

Social	
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 to 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 the opportunity to provide expertise and advice during the development and delivery of Town plans and strategies.

Engagement

Internal engagement

Stakeholder Relations	Support to deliver the expression of interest round.
Governance	Advice provided on the requirements for additional expression of interest process within requirements outlined in Policy 101 Governance and Council advisory and working groups.
Community Development	Advice sought on the current practice and intention of the Aboriginal Engagement and Access and Inclusion Advisory Groups.
Mindeera Advisory Group	Informed the group of the expression of interest process and requested it be distributed through members networks.
Access and Inclusion Advisory Group	Informed the group of the expression of interest process and requested it be distributed through members networks.

External engagement

Stakeholders	Community
Period of engagement	Expression of Interest round launched on Friday 3 December

Level of engagement	1. Inform
Methods of engagement	Written submissions
Advertising	Town's Website LinkedIn Metropolitan Western Australian Perth Now Southern Local News Paper Facebook Distributed by existing advisory group member's networks
Submission summary	7 eligible applications for the Mindeera Advisory Group 12 eligible applications for the Access and Inclusion Advisory Group
Key findings	Expression of interest process was successful.

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	Not applicable					
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Negative impact if members not appointed to offer a broader community view.	Moderate	Likely	High	Low	TREAT – Council endorses recommended community members to join the Advisory Groups

	Risk the RAP and DAIP will not be delivered due to lack of community consultation.	Moderate	Likely	High	Low	TREAT - Members that are recommended to be endorsed are given clear guidance from Town officers to progress the deliverables of the DAIP and RAP
Service delivery	Limited group member representation and engagement as part of the review and development of the new RAP and DAIP.	Minor	Possible	Medium	Medium	TREAT – Council endorses recommended community member to join the Advisory Groups
	Ineffective meetings due to overpopulation of advisory group	Moderate	Possible	Medium	Medium	TREAT – Keep advisory group membership numbers manageable to ensure effective meetings
	Community member resignation requiring reporting to Council to replace, leading to a four-month process to appoint new community representatives	Moderate	Likely	High	Medium	TREAT – Unsuccessful applications for this round to be kept in reserve as potential members if a community representative position becomes available, allowing for much faster replacement of community members.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not applicable.

Analysis

11. Town Officers are satisfied that the Expression of Interest process achieved quality submissions from the community.
12. The assessment process was competitive, with high quality applications being recommended as reserve members due to membership number limits.
13. The number of Advisory Group members requires a careful balance between being large enough to have membership from an appropriate representation of the community, but small enough that meetings remain productive and effective.
14. The membership numbers proposed in the updated Terms of Reference for the Advisory Groups are considered reasonable to achieve this balance.
15. Town Officers acknowledge the high-quality submissions from many applicants, including those that missed being appointed to an Advisory Group.
16. Town Officers are proposing to keep several community members in reserve for the Advisory Groups.
17. Creating a reserve pool will ensure these community members' efforts are acknowledged, they remain engaged, and to replace any potential resignations in a timely manner.
18. The Terms of Reference for both groups have been updated to reflect the new number of members, and to enable the Town to replace any resignations from the group of high-quality applicants that are held in reserve.

Relevant documents

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