

TERMS OF REFERENCE

Inclusion and Diversity Advisory Group

Purpose

The purpose of the Inclusion and Diversity Advisory Group is to focus on promoting equality and equal opportunity for people from culturally and linguistically diverse backgrounds and people who identify as LGBTQIA+ accessing and utilising the City's services and programs.

Membership

Two Elected Members as appointed by Council.

Three staff members, including the Director Community Services, Manager Community Development and Coordinator Community Development.

Up to 10 Community Members, who will be selected by the Elected Members and Staff Members who are members of the group.

Community members must reside in the City of Bayswater, or represent a service provider or organisation within the City of Bayswater and meet one or more of the following criteria:

- Identify as LGBTQIA+; or be able to contribute expertise or advice on matters relating to LGBTQIA+.
- Identify as being from a culturally and linguistically diverse background or be able to contribute expertise or advice on matters relating to culturally and linguistically diverse backgrounds.

Members will be appointed for a two-year term in line with the local government elections.

If a member fails to attend three consecutive meetings of the group, their appointment shall be automatically terminated unless leave of absence has been granted.

Members must abide by the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*.

Chairperson

The Advisory Group members are to elect a Chairperson and Deputy Chairperson at the first meeting, both of whom must be an Elected Member of Council.

The Chairperson will preside at all meetings.

In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair.

The Chairperson is responsible for the proper conduct of the Advisory Group.

Delegated Authority

This group performs an advisory function and does not have any delegated authority.

Meetings

The Group shall meet no more than quarterly at the City of Bayswater Civic Centre.

Relevant staff members and guests may be invited to the meetings at the Chairpersons' discretion.

Administration

Notification of the meeting will be provided at least a fortnight prior to the meeting date.

An agenda shall be provided to members one week before the meeting.

Minutes of the meeting will be provided to all members, and all City Councillors, within 14 calendar days following the meeting date.

Liaison Officer

Director Community Services.