

ACCESS AND  
INCLUSION  
COMMITTEE

CHARTER

Last Reviewed: April 2022

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| Committee Reports to | City of Canada Bay Council  |
| Chair                | Councillor (As appointed by Council)  |
| Committee Name       | City of Canada Bay Access and Inclusion Committee   |
| Status               | That pursuant to Section 355 of the Local Government Act (1993) Council establishes the City of Canada Bay Access and Inclusion Committee |

## Vision

To make the City of Canada Bay a more inclusive City with equal opportunities for residents to be actively involved in their diverse community.

## Purpose

The Access and Inclusion Committee's purpose is to:

- Provide expertise and advice to Canada Bay Council to assist implementation of the Disability Inclusion Action Plan (DIAP)
- Promote access, equity, opportunity and raise awareness of the rights of people with a disability, and people who are socially isolated within the community
- Contribute to increasing inclusion of people across all sections of our diverse community
- Support the implementation of Council's strategies and plans

The Access and Inclusion Committee is an advisory body and does not have the delegated authority to commit Council or management to the implementation of its advice.

## Composition of the Committee

Membership shall be limited to 10 representatives as listed below:

- The Mayor or their nominee as Chair of the Committee, along with one other appointed Councillor who will represent Council
- Nine community members appointed for a four year term (or until a Council election):
  - Three community members who are local residents representing a range of disabilities such as physical, sensory, neurological and intellectual disability, or who care for a person with disability
  - Three community members who are local residents representing a range of social backgrounds
  - Three community representatives who are staff employed by not-for-profit organisations providing disability or inclusion services locally
- Council's Community Services staff will attend the Committee as a support role only
- Honorary life members may be appointed from time to time by resolution of Council to acknowledge significant achievements in the fields of disability and inclusion

## Nominations

An application process to invite community representatives to participate in the Committee will be advertised in local newspapers, on Council's website and through local networks. Committee members will be selected through a formal selection process facilitated by the Community Services staff. Local disability/inclusion services will be directly invited to nominate a representative.

## Selection Criteria

Applications will be assessed in accordance with the selection criteria below.

- Demonstrate a high level of professionalism, understanding and experience in access and inclusion principles and how they relate to issues in the Canada Bay LGA
- Have an understanding of Council's DIAP and associated legislative responsibility
- Be collaborative, inclusive and support a sense of belonging for all people from diverse backgrounds
- Be available to attend meetings and demonstrate a willingness to volunteer time to work on the implementation of DIAP actions
- Represent a diverse range of people, including those living with disability, with integrity
- Reside or work (in a paid or voluntary capacity) in the Canada Bay Local Government Area
- Representatives of political parties are excluded

## Appointments

- Recommendations for appointment to the Committee will be submitted to the General Manager for approval
- The Committee does not have the authority to co-opt anyone else to its membership without the authorisation of the General Manager.
- Casual vacancies may be recruited as needed according to the same process

## Code of Conduct

All members shall comply with Council's Code of Conduct and Code of Meeting practice.

## Conflicts of Interest

- Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

## Confidentiality

The Committee may consider items in confidence. Members will be advised if a matter is classified as confidential. Members must not disclose or distribute information that is confidential.

## Media Protocol

Members of the Committee are not to speak to the media in their capacity as Committee members. All media enquiries relating to the proceedings of the committee are to be referred to the Manager of Communications at the City of Canada Bay.

## Role and Responsibilities of the Chair

- Ensure the terms of reference are adhered to.
- Ensure Access and Inclusion Committee meetings follow the agenda and that agenda items are discussed with the aim of achieving the vision and purpose of the committee.

- Provide opportunities for all committee members to speak, ensuring all views are heard equally
- Identify any code of conduct issues or conflicts of interest issues and deal with them appropriately

### Role and Responsibilities of the Committee

- Provide expertise on behalf of our community on equitable opportunities to enable all residents to participate fully in community life.
- Assist Council staff to drive the implementation of Council's strategies and plans including the DIAP
- Work co-operatively with other members in achieving the purpose of the Committee
- Embrace the concepts of universal design when considering the planning, design and implementation of open space, buildings, services and programs of Council
- Assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing the community
- Attend and actively participate in meetings and other activities deemed appropriate by the Committee such as site inspections and special events

### Role and responsibilities of Council's Community Services Staff

- Support the Chair to ensure the terms of reference are adhered to
- Provide advice and guidance on the committee's role in assisting to implement the DIAP and Council's other relevant strategies and plans
- Liaising between the committee and Council staff
- Coordinate meeting venues, prepare agendas and minutes, and ensure venues and materials are provided in accessible formats for all members.
- Liaise with the Committee on relevant development applications (as required).

### Administrative Arrangements

#### Meetings

- The first meeting of the Committee shall take place within one (1) calendar month of the date of the resolution which established the Committee.
- Meetings shall be held 6 times per year
- Meeting agendas will be compiled by the Community Services staff listing all items of business and must be issued to the Committee Members at least five working days prior to the scheduled meeting date.
- Items for the agenda will be reviewed by staff to ensure they are relevant to the business and the vision and purpose of the committee
- The quorum is five members of the committee, meetings will not proceed unless a quorum is present
- If the Chair is absent a Council Staff member will chair the meeting
- Apologies must be given in advance for non-attendance and where three consecutive absences have occurred the General Manager has the authority to cancel the Committee Member's membership
- Recommendations at meetings will be by way of consensus

- Technical experts, specialists and other Council Officers may be invited to attend meetings to provide advice when required
- The Committee may consider items in confidence. Members will be advised if a matter is classified as confidential. Members must not disclose or distribute information that is confidential.

#### Minutes

- Draft minutes will be distributed to the Committee as soon as practical after the Committee meeting
- Following minutes being distributed to the Committee, members must respond within 48 hours if any errors are identified.
- Minutes are to be submitted to the first available ordinary Council Meeting.
- The Minutes must be circulated to all members within 14 days of the Council Meeting.

#### Review

The Terms of Reference will be reviewed every four years prior to the local government elections.