

# **Terms of Reference Access and Inclusion Advisory Committee**

**September 2023**

# TERMS OF REFERENCE

## 1. ACCESS AND INCLUSION ADVISORY COMMITTEE

### 2. PURPOSE

2.1 Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.

2.2 This Committee will assist Council in achieving improved accessibility of services and infrastructure to all in the community, through:

2.2.1 Providing advice on strategic access and inclusion issues and policy development

2.2.2 Providing advice on the implementation of key projects and initiatives

2.2.3 Providing advice on how to raise awareness and promote behaviour change within the community on community attitudes and behaviours, in order to promote community leadership, participation and inclusion, in relation to accessible services and infrastructure.

Subjects In Scope: Key target segments such as aged, youth, disability, culturally and linguistically diverse, indigenous people.

Key strategies: Disability Inclusion Action Plan; Volunteer Strategy; Youth Engagement; Indigenous Strategy and Reconciliation Action Plan.

Subjects Out of Scope: Operational matters but not so as to exclude consideration of current projects or practices to suggest improvements, in accord with the review process for that project or initiative.

The Committee will need to agree to their priority focus and work plans, aligned to the Operational Plan.

2.3 The Advisory Committees will be successful if they:

- Focus on strategic initiatives that support the delivery or review of the identified strategic priorities including increased community uptake of relevant initiatives
- Are active and productive
- Are where members collaborate
- Promote self-initiative, resilience and empowerment of both members and the broader community
- Are representative of the community and community interests.

### 3. ALIGNMENT TO THE COMMUNITY STRATEGIC PLAN

3.1 The Access and Inclusion Advisory Committee assists Council to achieve the following Community Strategic Plan objectives:

Outcome 2: A City that is connected, inclusive and resilient

- Priority 2.2 Respect and celebrate our indigenous and non-indigenous history and heritage
- Priority 2.3 Celebrate and encourage our diversity
- Priority 2.5 Create neighbourhoods that connect people from all types of households and families
- Priority 2.6 Foster a digitally enabled community
- Priority 2.7 Promote accessible services and facilities for the community.

Outcome 3: A City that is liveable

- Priority 3.1 Foster feelings of inclusion, safety and cleanliness
- Priority 3.2 Create recreation spaces for all.

## **4. ALIGNMENT TO THE DELIVERY PROGRAM**

The Access and Inclusion Advisory Committee assists Council to achieve the following Delivery Program initiatives:

- Adopt an Indigenous Strategy and Reconciliation Action Plan by June 2023
- Implement neighbour connection initiatives including Neighbour Day, programs at the Dougherty Community Centre, Willoughby Park Centre, MOSAIC and volunteer programs
- Adopt a Digital Strategy by July 2023
- Review and implement the Disability Inclusion Action Plan 2022-2026 by 30 June 2026.

## **5. CHAIRPERSON**

5.1 A community member is the Chairperson of the Access and Inclusion Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

## **6. SECRETARY**

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

## **7. MEMBERSHIP**

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents.

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

- Qualifications or demonstrated experience in one of the following areas: Community development or services; access.
- Ability to create to have existing connections with community groups, organisations or stakeholders within the Willoughby Local Government Area

7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

## **8. COUNCIL OFFICERS**

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

## **9. MEETING FREQUENCY AND NOTICE**

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting and advertised for the information of the public on Council's website.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

## **10. ATTENDANCE**

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

## **11. QUORUM**

11.1 A quorum of the committee is any number over 50% of its ordinary membership.

## **12. RESPONSIBILITY OF MEMBERS**

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

## **13. MINUTES**

13.1 Minutes of the meeting shall report on the outcome of discussions in regard to agenda items, this will include details of any action or recommendation of the committee and will be reported to Council at the next available meeting. Draft minutes shall be made available to member of the Committee within two weeks of the meeting.

## **14. PROCEDURAL MATTERS**

14.1 The ruling of the Chairperson is final in regard to all procedural matters.

## **15. TERM OF MEMBERSHIP**

15.1 Community representatives will be appointed by Council.

15.3 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

## **16. VACANCIES**

16.1 Members wishing to resign from the committee are requested to do so in writing.

16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from suitable respondents to this process.

16.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

## **17. TERM OF THE COMMITTEE**

17.1 All Advisory Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.

17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

17.3 An end of term report outlining the work and achievements of the committee during the term, be submitted to Council, prior to the caretaker period.

## **18. WORKING PARTIES**

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference will be in accord with a template approved by Council, effective from the time they are adopted by resolution of the Advisory Committee, but subject to disallowance by Council.

## **19. TERMS OF REFERENCE**

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.