



CITY OF  
CANADA BAY

# ACCESS COMMITTEE CHARTER

Last reviewed: April 2017

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

## Purpose

The Access Committee's role is to:

- provide informed advice to Council on the development, implementation, monitoring and review of policies, strategies and actions to improve access and inclusion for people with a disability.
- Assist Council to identify and remove barriers to participation for people with disability
- Respond to matters referred to the Committee
- Monitor the development, implementation and review of the Disability Inclusion Action Plan
- Support the implementation of Council's Community Strategic Plan
- Provide feedback on Development Applications received by Council for public facilities

## Authority

The Council authorises the Committee to act within the scope of its role and responsibilities as set out in this Charter.

## Vision

To make Canada Bay a more inclusive City that provides people with disability equal opportunities to be actively involved in their community.

## Membership

- The Committee will consist of at least one (1) Councillor
- Membership to the Committee is voluntary
- All members will have experience or qualifications in an area of expertise of benefit to the committee's work such as community development/services, education, engineering, urban design and planning and/or a demonstrated commitment to advocating for people with disabilities.
- Council and Committee members shall proactively seek the involvement of a diverse range of community members, including youth, people of culturally and linguistically diverse backgrounds, indigenous people and disability service providers.
- Each term of membership shall be for a four (4) year period aligned with the elected term of the Council.
- Each candidate is to complete a Membership Registration Form.
- The members of the Committee are to be appointed by Council.
- Members are to attend at least three (3) meetings throughout the year to maintain their membership on the Committee.
- Membership of the Committee is made up of a minimum of six (6) and maximum of twelve (12) representatives from five (5) categories:

| Category | Selection Criteria  | Maximum number |
|----------|---|----------------|
| 1        | Elected members of the City of Canada Bay Council   | 2              |
| 2        | Residents with a disability<br>People with a disability working or studying in the LGA                                    | 4              |
| 3        | Family members/carers of people with a disability   | 3              |
| 4        | Service providers that support people with a disability   | 2              |
| 5        | People living in the LGA who have a specific area of interest or skill that could provide valuable input to the Committee | 1              |

- 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 Manager, Community and Corporate Strategy

## Role of Committee Members

The primary role of members is to:

- Attend and actively participate in meetings and other activities deemed appropriate by the Committee such as site inspections and special events
- Adhere to Council's Code of Conduct for Staff, Councillors and Volunteers
- Share knowledge and expertise with the Committee and work in collaboration with other Committee members
- Advocate for the community on issues relating to access and inclusion to Council and to other government and regulatory authorities.
- Participate in Council's strategic planning processes, development applications approval process for public facilities, and relevant policy development.

The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters of Council.

## Role of Council representative

The primary role of Council's Community and Corporate Planner is to:

- Support and resource the Committee
- Coordinate meeting venues, prepare agendas and minutes, and ensure venues and materials are provided in accessible formats for all members.
- Involve the Committee in Council's planning and policy development processes where appropriate
- Seek input from Committee on relevant Development Applications

## Administrative Arrangements

### Meetings

The Committee will meet at least six (6) times per year on the last Tuesday of the month. The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings. A meeting schedule, including meeting dates and agenda items, will be agreed by the Committee

each year. The forward meeting schedule will cover all Committee responsibilities as detailed in this Charter. External specialist consultants, service providers or relevant Council staff may be invited to attend meetings where required.

### **Meeting Frequency**

All members must attend a minimum of three (3) meetings a year to maintain membership. The Committee shall meet bi-monthly or as the Committee may determine. The first meeting of the Committee shall take place within one (1) calendar month of the date of the resolution which established the Committee. The date of each meeting shall be determined by the Chairperson and each member of the Committee shall be given not less than seven (7) days notice of such meeting. A special meeting of the Committee may be called by the Chairperson or any other five (5) members of the Committee. Notice of not less than forty-eight (48) hours to each other Committee member must be given.

### **Quorum**

The Committee shall not transact any business unless there is a quorum of members. A quorum will consist of 50% of members. In the event that there is not a quorum of Committee members, the meeting shall be adjourned to a date to be fixed by those present. In the event that a special meeting is called and there is not a quorum of Committee members, the business of the special meeting shall be adjourned to the next scheduled meeting.

### **Minutes and Reporting**

The Community and Corporate Planner will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be circulated to each member within fourteen (14) days of the meeting being held, and reported to Council for endorsement.

### **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.

### **Review of Committee Charter**

Council will review this Committee Charter in consultation every four (4) years.

### **Media Protocol**

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

### **Code of Conduct**

All members shall comply with Councils Code of Conduct and Code of Meeting practice.

### **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.