

A Guide for Members of the Access and Inclusion Committee

Easy Read version



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About the Guide



City of Canada Bay is a Council area with many suburbs and different people.

We want everyone to feel included and able to access services and activities.

To help do this, Council has an **Access and Inclusion Committee** (Committee). This is a group of people who meet to talk about ways to make the community a better place.

This Guide, also called a Charter, tells people what the City of Canada Bay Access and Inclusion Committee is about, who can be on the Committee and how you can join.

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What the Access and Inclusion Committee does?



The Committee gives Council ideas about how we can make everyone in the community feel more included. The committee also helps Council deliver their plans. One of these plans is called the Disability Inclusion Action Plan (DIAP).

Council wants to know:

- How we can make it easier for all people to do the things they like to do in the community
- How we can make it easier for people with a disability to tell us what they need
- How we can provide services and activities for all people in the community.

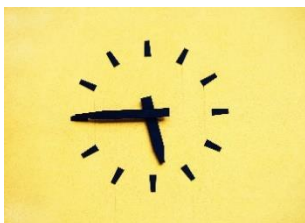
Who is on the Access and Inclusion Committee?

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There are 12 people on the Access and Inclusion Committee. They are:

- The **Mayor** – a person who has been chosen by local people as the head of the Council. The Mayor will lead the meeting
- 1 **Councillor**, a person who has been chosen by local people to help run Council
- 10 people who live or work in the City of Canada Bay area. These people must:
 - have a disability,
 - be a carer for a person with a disability, or
 - work for a disability service provider.
- Council workers come to the Committee to help and take notes, called minutes.



When will the Access and Inclusion Committee meet?

- The Committee meets four times per year.
- Council workers arrange the meeting place,

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time and topics to be discussed.

- People can be on the Committee for up to 4 years.

What is needed to be on the Access and Inclusion Committee?

- People need to be able to share their ideas about what is important to people with a disability.
- People need to get on with other people
- People need to be honest, fair and behave respectfully.
- People need to be available to attend meetings
- People need to live or work in the City of Canada Bay Council area.

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How do I become a member of the Access and Inclusion Committee?



To become a member of the Committee, you must:

- Read this information Guide
- Complete the form.

The form tells us why you want to be on the Committee.

You can fill in the form online at Council's website

<https://collaborate.canadabay.nsw.gov.au/councilcommittees>.

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You can also print the form as a [pdf](#) or [word document](#) and return it to the Council office. This can be done:



- **In-person:** visit our customer service desk at Drummoyne Civic Centre, 1A Marlborough Street, Drummoyne, 8:30am–4:00pm weekdays
- **By Mail:** Locked Bag 1470, Drummoyne NSW 1470 (attention: Mary Ciantar).



If you need help, please email Mary Ciantar mary.ciantar@canadabay.nsw.gov.au or call Mary on phone 9911 6555.

Mary Ciantar works in the Community Team at City of Canada Bay Council.

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What happens after I apply to be a member of the Access and Inclusion Committee?



Council staff will contact people who have applied, and let you know who will be on the Committee.

Staff will then give you all the information about the meetings.

Review

This Guide will be updated every four years.