



## **Waverley Access Advisory Committee Committee Charter**

DEPARTMENT: <b>Recreation and Community Planning</b>
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# **Charter for the Waverley Access Advisory Committee**

## **The Committee**

### **Aim of the Committee**

To facilitate an informed, pro-active, coordinated approach to the development of strategies that make Waverley a safer, more accessible and inclusive place for everyone, with specific reference to the needs of people with disability, people with reduced mobility and older people; and to promote co-operation between Council, the community, government and non-government agencies in relation to access issues.

### **Purpose Statement**

The Access Advisory Committee's role is to:

- Assist Council in the identification of barriers to people's participation in community life and respond to matters referred to the Committee
- Share information and keep members up to date with policy and good practice for a safer, more accessible and inclusive area
- Provide input and strategic advice in the development, implementation and review of Council's strategies, policies and practices as outlined in Council's Access and Mobility Action Plan
- Provide input to improve equitable and independent access to Council infrastructure, facilities, services and events
- Provide input into helping Council to keep the broader community informed and engaged regarding the needs of people of all abilities

The Access Advisory Committee does not undertake or provide detailed technical or operational advice. In these instances, Council will seek advice from relevant staff and when necessary from independent, specialist consultants.

### **Membership**

The Committee has a broad membership comprising:

- The Mayor (or Mayor's nominee) and all Councillors. A Councillor is appointed as Chair at the annual appointment of Committees by Council
- A minimum of 6 and maximum of 12 community representatives who may include people with a disability, older people, carers, parents, ageing and disability service providers, or anyone with an interest and expertise in improving access and social inclusion in the Waverley LGA. Two community representative positions can be allocated to people who live or work outside of the Waverley LGA. Community representatives are invited to apply for membership through an application process.

The Committee may invite people or organisations with specialist expertise who are not members to work on specific projects as required.

An application process to invite community representatives onto the Committee will be advertised in local newspapers, through specialist networks, and on Council's website. An information pack will be made available for prospective candidates.

Community representatives will be selected based on their application. Applicants must meet at least one of the following selection criteria.

1. Connection to the Waverley LGA and experience with or interest in disability on a personal or professional level
2. Experience and knowledge in providing strategic policy advice
3. Experience in working actively within the community and willingness to actively contribute to the delivery of Council's strategies for social inclusion and access
4. Demonstrated knowledge and understanding of the barriers to independent and equitable access for people with disability.

Community Committee members will be selected via a formal selection process, arbitrated by a panel of the Councillor committee members, and facilitated by the Director of Community and Recreation Services. Invitations to join the committee will be issued following Council endorsement of the panel's recommendations.

Council Officers will conduct an orientation session for new Committee members at the beginning of each Committee term.

### **Term of Office**

Members of the Committee shall hold office:

- In the case of Councillors, as determined by Council each year at the annual appointment of Committees by Council
- In the case of professional members, and representatives from Government authorities, while such persons continue to hold their position
- In the case of community representatives, for a two year period or when reviewed by Council. Membership renewal is by application and will be considered by the panel as described above.

### **Principal Responsibilities of Members**

- Attend and contribute to meetings, or with the consent of the Chair, contribute by electronic means if physically getting to a meeting is difficult
- Read and abide by Council's Code of Conduct for Staff, Delegates and Volunteers
- Keep up to date and informed of the work of the Committee
- Share with the Committee your knowledge and expertise and work with other members to find solutions
- The Committee is a working committee and therefore it is anticipated that some of the tasks you choose to undertake may occur outside of meetings
- Any other duties that may reasonably be determined from time to time, and agreed by Committee members eg: site visits

### **Council Support for the Committee**

- Council's Community Worker Older People and Access will provide support for the Committee, including arranging administrative support for the meetings.
- Council's divisions for Planning and Environmental Services, Corporate and Technical Services, Recreation and Community Services, and Public Works and Services will regularly contribute to meetings

### **Meeting Guidelines for the Committee**

The Chair of the Committee will be the Mayor or the Mayor's nominee.

The Committee operates as an advisory committee with the power to make recommendations to Council.

Committee meetings will be closed meetings.

With the consent of the Chair, members may contribute by electronic means prior to the meeting if physically getting to a meeting is difficult.

Decisions needing to be made at any meeting will be by a simple majority of votes of the members.

Committee meetings will normally be held bimonthly, or otherwise as determined by the Chair. Some meetings may be integrated with other forums or meetings, particularly when there is a need for broad awareness raising or consultation on major projects that affect people with a disability.

Council Officers may attend meetings to provide reports, information and expert advice to the Committee.

External specialist advisors may be invited to attend meetings where required

Members of the public may be invited to speak at a meeting on an issue being considered by the Committee

Special or extraordinary meetings to discuss specific matters may be called by the Chair as required.

### **Quorum**

A quorum for a meeting of the Committee will be a majority of Committee members at least one of whom must be a Councillor.

### **Attendance**

A Committee member ceases to be a member of the Committee if they have been absent for more than two consecutive meetings in any 12 month period without giving acceptable reasons for their absence.

The Committee will assess the member's response and determine if the member should continue to hold office or whether the position should become vacant and be re-advertised.

## **Minutes**

The minutes of each Committee meeting, associated papers and recommendations will be forwarded within 14 days to Committee members. A summary of the minutes will generally be published to Council's web site following endorsement.

## **Establishment of Working Groups**

Working groups may be established at the direction of the Chair to address specific issues, or work out the detail of specific initiatives. The Committee may develop briefs for working groups, and bring in people with the necessary knowledge and skills to contribute as needed. Like Committee members working groups will be required to abide by Council's Code of Conduct.

Working groups will report back to the Committee about action taken, progress made, and recommendations to Council where relevant.

## **How business will be conducted at Committee meetings**

Council officers will supply reports and proposals at least 7 days before the meeting to enable Committee members to make considered recommendations.

Members may raise other matters within the terms of reference for the Committee for consideration, discussion and comment. Where practicable, members should notify the Community Worker Older People and Access of an item at least 14 days prior to a scheduled meeting to enable its inclusion in the agenda.

In general, meetings of the Committee will take place without strict adherence to the rules of debate and other procedural requirements at the discretion of the Chair. In relation to any procedural matter the ruling of the Chair shall be final. Council's Code of Conduct applies to meetings.

## **Confidentiality**

The Committee may consider matters in confidence. Members will be advised when a matter is confidential and a note that a confidential discussion took place will be recorded in the minutes. Members must not disclose or use confidential information without approval, and should ensure the security of that information whether in paper or electronic format.

## **Variation of the Terms of Reference**

These Terms of Reference may be added to, repealed or amended by resolution of the Council in consultation with, or upon the recommendation of the Committee or as it sees fit.