

## ACCESS AND INCLUSION SPECIAL COMMITTEE

### Committee Terms of Reference

|                            |   |
|----------------------------|---|
| <b>Name of Committee</b>   | Access and Inclusion Special Committee  |
| <b>Type of Committee</b>   | Special Committee   |
| <b>Date of Formation</b>   | TBC   |
| <b>Resolution Details</b>  | TBC   |
| <b>Strategic Reference</b> | <b>Community Plan:</b><br>Making Lives Better<br>Building image and pride.<br><b>Strategic and Annual Plan as updated</b> |
| <b>Responsible Officer</b> | <b>Inclusive City Officer</b>   |

#### 1.0 Purpose of Committee

##### 1.1 Purpose of Committee and Area of Focus

The Committee is formed to oversee Council's strategy to facilitate and advocate for a welcoming, inclusive community. To actively contribute to the development of a welcoming, respectful, accessible, and inclusive community, as described in the priority outcomes of the Community Development Action Plan.

This aligns to our community goal of Making Lives Better and Building Image and Pride.

##### 1.2 Terms of Reference

To provide advice to Glenorchy City Council on matters relating to access and inclusion including:

- Public spaces, council owned assets such as roads, footpaths and buildings (physical and psychosocial)
- Council Action Plans (including implementation of the Reconciliation Action Plan)
- Statements of Commitment (including the LGBTQIA+ Statement of Commitment)
- Professional development of Elected Members and Council staff (including Disability Awareness training, LGBTQIA+ safety and Easy English)
- Professional Development of Elected Members, Council Staff, committee members of the Child and Youth Safe Framework within various Council / Community programs and partnerships
- Youth and Positive Aging Policy
- Advocacy

To support the ongoing development of the Multicultural Hub.

To support Council events and initiatives that contribute to making Glenorchy a welcoming city by serving on, or inviting others to serve on, Project Teams established for particular events (including events that recognise International Day of People with Disability and Reconciliation Week).

Promoting Project Team events and initiatives through their networks.

### **1.3 Extent of Delegated Authority**

The group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.

## **2.0 Membership**

### **2.1 Composition**

Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels, Council website, print media and posters.

Staff (Committee's Officer and other relevant staff)

8-10 Core members (community, subject matter experts, representatives of key stakeholders, etc)

Two elected members (to enable Council to understand the views presented and provide insight into Council's strategic direction)

### **2.2 Current Members**

New Special Committee

### **2.3 Term of Appointment**

Appointment will be invited for the term of the Council.

### **2.4 Selection and Appointment of Non-Elected Members**

The Committee Officer will be the Inclusive City Officer or proxy (Coordinator Community Development).

Following advertisement for nominations in the local newspaper, on Council's website and via relevant networks, nominations by community members are to be made in writing. Applicants will provide relevant details to support their application.

All applicants must have or be willing and able to obtain a working with vulnerable people card and maintain this for the duration of their appointment.

Community member applications will be reviewed and will be appointed by a selection committee made up of the Elected Member, Inclusive City Officer, and the Manager Community. Representatives from a wide range of community groups are encouraged to apply.

## **3.0 Meetings**

### **3.1 Frequency**

Meetings are to be held at a minimum of once every three months.

Additional meetings can be called as deemed necessary by committee consensus as required.

Members are required to attend a minimum of 50% of meetings with extended absences requiring a proxy or alternate nomination to maintain membership.

### **3.2 Quorum**

A minimum number of 50% plus one of members are required for meetings to proceed.

### **3.3 Meeting Procedures**

Meeting will comply with the Council's Meetings Policy. In addition:

- Agenda items should be in accordance with the Terms of Reference and called for at least 7 days prior to the next meeting.
- Meetings agendas and minutes must include apologies, confirm minutes of the previous meeting and deal with each item of business separately.
- Agendas to the meeting are to be circulated to all members at least 3 days prior to the meeting.
- Items not on the agenda may be brought up in general business.
- Access issues of an individual nature are to be identified and should be reported through Council's Customer Service and not through the Access and Inclusion Special Committee.

### **3.4 Minutes**

- Minutes of the meeting will be recorded by the Committee's Officer or appropriate Glenorchy City Council staff member.
- Minutes are required to be recorded in Council's minute template however may be written in Easy English or plain text for accessible purposes where required.
- Draft minutes will be sent to all members within 10 working days of a meeting.

### **3.5 Action Items**

- The group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities. Action Items identified from the meetings must align with the Strategic and Annual Plans, Terms of Reference, be within an existing allocated budget, or for consideration for future budget requests.
- Advocacy positions must be forwarded to Council Workshops for discussion and Council meetings for consideration.
- Any actions identified by the Committee, when required, will be brought to the next practicable meeting of Council for decision.

## **4.0 Reporting Requirements**

### **4.1 Frequency of Reports**

Reports are prepared by the Committee's Officer and are to be provided to Council after each meeting. In addition to the reporting requirements in Council's Committees Policy, any actions identified by the Committee, when required, will be brought to the next practicable meeting of Council for decision.

### **4.2 Content of Reports**

The report provides Council with a summary of recent activity of the Committee and specific recommendations to Council.

An annual report will also be provided at the completion of the financial year. This report will be from the Inclusive City Officer summarising:


- Attendance of members
- Details of projects/initiatives completed within the financial year
- Key outcomes for the period
- Priorities for the following period
- Any financial consideration for future priorities
- Review of members and recommendations for makeup of the committee ongoing.

## **5.0 Other Information**

N/A

## Appendix 2: Internal Committee Terms of Reference

### Appendix 2 TEMPLATE: Committee Minutes

|   |  |   |  |
|---|--|---|--|
| <b>(a) Name of Committee</b><br><br><b>MINUTES OF MEETING</b><br><b>(DD Month YYYY)</b> |  | <br><b>GLENORCHY</b><br>CITY COUNCIL |  |
| <b>Venue:</b>   |  | <b>Time:</b>  |  |

| In attendance: | Present | Apology | Absent |
|----------------|---------|---------|--------|
| Chairperson    | ✓       |         |        |
| Members        |         |         |        |
|                |         |         |        |
|                |         |         |        |
| Officers       |         |         |        |
|                |         |         |        |

| Item                 | Action  |
|----------------------|---|
| <b>1</b>             | <b>Acknowledgement of Country</b>                                     |
| <b>2</b>             | <b>Minutes (approve / changes) and actions from previous meeting:</b> |
| <b>3</b>             | <b>Correspondence:</b><br>3.1<br>3.2 etc                              |
| <b>4</b>             | <b>Business arising:</b>  |
| <b>5</b>             | <b>Update on projects:</b>  |
| <b>6</b>             | <b>Other Business:</b>  |
| <b>7</b>             | <b>Agenda items for next meeting:</b>                                 |
| <b>Next Meeting:</b> |   |