

Access and Equity Advisory Committee Terms of Reference 2018-2021

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| <p>Purpose</p> | <p>The Access and Equity Advisory Committee will advise Council to support it in making decisions that consider the interests, values and needs of Manningham’s diverse communities as they relate to human rights, access, equity and inclusion.</p> <p>The diverse communities represented by the committee are:</p> <ul style="list-style-type: none"> • People with culturally, linguistically and religiously diverse backgrounds • People with disabilities and carers • People who identify as gay, lesbian, bisexual, transgender, intersex and/or queer • Women and men, in terms of gender equity |
| <p>Roles and tasks</p> | <p>The role of the Committee is to:</p> <ol style="list-style-type: none"> 1. Advise on the implementation of the <i>(Draft) Inclusive Manningham Strategy 2018</i> and to assist in monitoring its effectiveness, via contribution to the development and review of the Strategy and its Action Plans. 2. Advise on the development and review of key Council strategies, policies and plans. 3. Provide a forum through which community representatives, community organisations, Councillors and Council Officers can exchange ideas to assist with the ongoing enhancement of the lives of people from diverse backgrounds and with diverse identities. |
| <p>Chairperson</p> | <p>Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis.</p> <p>In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson’s nominee or representative of Council.</p> |
| <p>Decision Making</p> | <p>The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.</p> <p>The committee will provide advice to Council and staff to assist them in their decision making.</p> |

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| <p>Meetings</p> | <p>Meetings will be held bi-monthly, with six meetings held each year.</p> <p>Specific additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy.</p> <p>Meetings are closed to the community outside endorsed committee members and delegates, and invited guest presenters.</p> <p>A quorum for the Advisory Committee meeting is 40% plus one, including the Chair.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> • Commence on time and conclude by the stated completion time. • Be scheduled and confirmed in advance, with all relevant papers distributed to each member. • Encourage fair and respectful discussion. • Focus on the relevant issues at hand. • Provide advice to Council, as far as practicable, on a consensus basis. <p>In circumstances where a community organisation/agency representative is an apology, there is an expectation that a suitable substitute organisation representative will attend in their place.</p> |
| <p>Membership</p> | <p>Membership of the Committee will be for a three-year term.</p> <p>The Committee will comprise up to sixteen (16) representatives appointed by Council.</p> <p>As far as possible, there will be a balance in representation within the following categories:</p> <ul style="list-style-type: none"> • Community/consumer/individual representatives • Community organisation / Agency representatives <p>As far as possible there will be a balance in representation between people representing different aspects of diversity and inclusion, as specified in 'membership criteria'.</p> <p>Officers in attendance:</p> <ul style="list-style-type: none"> • Director Community Programs and/or Manager of Social and Community Services, or representative. • Council officers - these officers will vary depending on the issues planned for discussion. • Guests or subject matter experts may be invited to attend meetings as required. |

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| <p>Membership Criteria</p> | <p>The following membership criteria will be used in making appointments to the Committee.</p> <ul style="list-style-type: none"> • Live in, work in, study in or have a connection to Manningham. • Have a commitment to and knowledge in creating accessible, inclusive and equitable outcomes in one or more of the following areas: <ul style="list-style-type: none"> - People with culturally, linguistically and religiously diverse backgrounds - People with disabilities and carers - People who identify as gay, lesbian, bisexual, transgender, intersex and/or queer - Social inclusion - Gender equity • Relevant experience in committees / or demonstrated ability to participate in and constructively contribute to a group, committee or organisation. • Ability to regularly attend and participate in meetings as scheduled. • A mix of skills and attributes to complement other members of the committee • Diversity in terms of gender, age and culture. • Past-attendance and contribution of committee members seeking re-nomination. • Consideration of staggered appointments to ensure a membership that preserves the balance between old and new. • A maximum of three 3-year terms (9 years). |
| <p>Nomination Process</p> | <p>Nomination:</p> <ul style="list-style-type: none"> • Nominations for appointment to the Committee will be called by public notice in the local media and Council website, and in writing to relevant local or peak agencies and community organisations. • Nominees shall nominate on the appropriate form to Council within the advertised period. • Committee members can re-nominate after their term ends in accordance with the nomination process and membership criteria. <p>Appointment:</p> <ul style="list-style-type: none"> • Officers will undertake an initial assessment of the applicants to determine compliance with the membership criteria and provide this list to the Chairperson. • A Councillor Committee, supported by an officer and comprising: the Mayor, Committee Chairperson and one other |

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| | <p>Councillor will rank the applicants and make a recommendation regarding the preferred applicants.</p> <ul style="list-style-type: none"> • Council is not bound by the recommendation of the Councillor committee in appointing community representatives. • Appointments will be made by Council and selected based on the membership criteria above. |
| <p>Resignation</p> | <p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Chair of the Committee and the officer responsible for managing the Committee.</p> <p>Membership of the Committee will be deemed to have been resigned if a member fails to attend three consecutive meetings without prior notice.</p> <p>Where a vacancy occurs with less than six months of the Committee’s term remaining, and providing that a quorum is maintained, the vacancy will not be filled.</p> <p>Where the vacancy is to be filled:</p> <ul style="list-style-type: none"> • Community representative(s) appointed on behalf of an agency/organisation may be replaced or substituted at any time at the agency/organisations discretion, by notifying the Chairperson and responsible Council officer in writing. Due consideration should be given to ensuring the appointee has the appropriate mix of competencies to undertake the role, and refreshing membership of a regular basis. • Vacancies that occur due to a community agency/organisation representative membership lapsing and/or in circumstances when the agency/organisation no longer wishes to be a member of the Committee may be filled by co-opting suitable candidates identified during the most recent selection process to fill the remainder of the previous incumbent’s term. • Vacancies that occur due to a community/individual representative resigning or membership lapsing may be filled by co-opting suitable candidates identified during the most recent selection process to fill the remainder of the previous incumbent’s term. • Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate for the remainder of the previous incumbent’s term. |

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| | <ul style="list-style-type: none"> • Where there are no suitable candidates identified, a formal expression of interest and selection process as set out in the nomination process is required. |
| <p>Conflict of Interest</p> | <p>Committee meetings form an Assembly of Councillors, and Councillors and officers are required to comply with the Conflict of Interest provisions as set down in the Local Government Act 1989. Disclosures of a Conflict of Interest must be recorded in the minutes and the Councillor or officer must leave the room while the matter is being considered.</p> <p>Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.</p> |
| <p>Code of Conduct</p> | <p>Committee members must:</p> <ul style="list-style-type: none"> • Act with integrity • Impartially exercise their responsibilities in the interests of the local community • Not improperly seek to confer an advantage or disadvantage on any person, including themselves • Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers • Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying, by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying. • Take reasonable care of their own health and safety and that of others • Commit to regular attendance at meetings. <p>Committee members are expected to abide by this Code of Conduct and any breach may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p> |

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| <p>Media</p> | <p>Contact with the media by committee members will be conducted in accordance with the Manningham Council Media Policy.</p> <p>Committee members should defer any media enquiries to the Chairperson in the first instance, and should take care not to respond as a representative of the committee.</p> |
| <p>Confidential information</p> | <p>Committee members must not disclose information that they know, or should reasonably have known, is confidential information.</p> <p>Committee members have an obligation not to disclose any materials or information that is not publically available unless approved by the Chairperson or a representative of Council.</p> <p>Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.</p> |
| <p>Review</p> | <p>A review of the Terms of Reference and the role, function, membership and productivity of the Committee will be conducted at least once every four years to ensure currency and effectiveness.</p> <p>These Terms of Reference may be revoked at any time by Council.</p> |
| <p>Support</p> | <p>Council officers will provide the necessary support to assist the Committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members • Preparing and distributing agendas and prior reading material • Preparing and distributing meeting minutes • Circulating other material to committee members as necessary • Preparation of an Assembly of Councillors record as required under the Local Government Act 1989. |
| <p>Reporting</p> | <p>Agendas will be circulated to committee members not less than seven days before the meeting date.</p> <p>Minutes of the committee meetings will be circulated to members within two weeks of the meeting and must:</p> <ul style="list-style-type: none"> • Contain details of the proceedings and outcomes for action • Be clearly expressed and self-explanatory • Incorporate any relevant reports or a summary of the relevant information considered in forming any recommendation. <p>Minutes will be published on the Councillor Hub.</p> |

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| | Minutes will be published on the Manningham Council website following endorsement by the Committee, with the exception of reports and attachments that are confidential in nature. |
| Sunset Clause | All Council advisory committees have a sunset clause of four years. |