

Manningham City Council ACCESS & EQUITY ADVISORY COMMITTEE

DRAFT February 2016

Terms of Reference

(Trim Ref: D15/86450)

1. Introduction

Advisory committees advise Council about a range of community and social issues that may influence policy, service and program development. They assist Council to identify, articulate and respond appropriately to new and emerging issues and to implement corporate policies/plans that benefit the community. Advisory Committees do not have power to make policy decisions and are not legally responsible for the recommendations they make to Council.

Manningham City Council endeavours to create a diverse, accessible, inclusive community through continual improvement within its operations and planning; and actively encourages a collaborative, diverse, responsive and inclusive community.

The Manningham Access and Equity Advisory Committee (the committee) was established in 2003 to consider the needs of people from culturally and linguistically diverse (CALD) backgrounds and the needs of people with a disability and their carers. In 2014 the scope of the committee was broadened to also consider the needs of people from other diverse backgrounds including people who identify as being gay, lesbian, bi-sexual, transgender or intersex (GLBTI) as well as issues of gender equity.

The *Access, Equity and Diversity Strategy (2014-2017)* provides our strategic framework and will guide the work of this committee. In particular it focuses on how Council will promote and celebrate diversity and address access and social inclusion issues. It represents Council's commitment to human rights and its values of freedom, respect, equality and dignity; it complements the *2013 – 2017 Council Plan* and *Generation 2030* community vision; and it encompasses Council's *Disability Access and Inclusion Plan*.

As the tier of government closest to communities, local government has a critical role to play in making our community environments as healthy and safe as possible, free of prejudice and discrimination. Improving the quality of life of people from diverse backgrounds requires the collaboration and partnership of the whole of Council, the community and State and Federal Government.

2. Purpose of the Committee

The Manningham Access and Equity Advisory Committee will provide advice on the development and implementation of the Manningham *Access, Equity and Diversity Strategy* and its annual Action Plan.

The Committee will advise Council on local issues, service delivery and planning in relation to diversity, access and inclusion to promote improved access, equity and inclusion within Council and the wider community.

The Committee's focus will be on people living, working, studying or having a connection to Manningham who:

- have disabilities and / or are a carer;
- are from a diverse cultural, linguistic and/or religious background;
- are gay, lesbian, bisexual, transgender or intersex; and on
- supporting gender equity.

3. Role of the Committee

The role of the Committee is to act as a forum for the exchange of ideas to assist in the development and implementation of the Manningham *Access, Equity and Diversity Strategy*.

In particular the group will:

- provide input and feedback on policy, research and projects relating to diversity, access and inclusion for all people working, studying or having a connection to the Manningham community, with a particular focus on enhancing the lives of people from diverse backgrounds;
- provide advice to Council about current and emerging diversity, disability and inclusion needs and issues in Manningham and make recommendations to Council regarding appropriate responses to these issues;
- provide information on access and equity related strategies, events, programs and policies;
- advise of relevant and emerging issues in the community including providing appropriate and relevant data and evidence;
- discuss and share relevant information on diversity, access and equity issues;
- provide linkages between Council, organisations and people within the City of Manningham on issues of diversity, access, equity and inclusion;

- receive feedback from Council officers on the outcomes of Access and Equity Advisory Committee comments on Council policies and plans in a timely manner; and
- monitor the effectiveness of the implementation of the *Access, Equity and Diversity Strategy* through contribution to the development and review of annual action plans.

Members will have the opportunity to put forward topics for discussion as agenda items.

4. Decision Making

The decision making role of the committee is limited to advising and making recommendations to Council regarding local access and equity issues.

5. Membership of Committee

The committee will consist of up to twenty (20) members.

Membership on the Access and Equity Advisory Committee is voluntary, time limited and may include residents and/or representatives of organisations that provide services in Manningham.

As far as possible, there will be a balance in representation within the following categories (this will equate to up to approximately ten representatives per category):

- Community/Consumer/Individual representatives who are living, working, studying in or have a connection to Manningham and have a commitment to and knowledge in creating accessible, inclusive and equitable outcomes in one or more of the following areas:
 - People with disabilities
 - The carer of someone with a disability
 - People from culturally and linguistically diverse (CALD) and religiously diverse backgrounds
 - People who are gay, lesbian, bisexual, transgender or intersex
 - Social inclusion
 - Gender equity
- Community organisational / Agency representatives who are from local or peak organisations and have a commitment to and knowledge in creating diverse, accessible, inclusive and equitable outcomes in one or more of the following areas:
 - People with disabilities

- The carer of someone with a disability
 - People from culturally and linguistically diverse (CALD) and religiously diverse backgrounds.
 - People who are gay, lesbian, bisexual, transgender or intersex
 - Social inclusion
 - Gender equity
- Council will appoint one Councillor representative to the Committee. That Councillor will be the Chair of the Committee.

6. Appointment of Membership of the Committee

- Nominations for appointment for a 2 year term as Community / Individual representative or Community organisational / Agency representative shall be called by public notice in the local media, Council website, and by letter to relevant local or peak community organisations.
- Nominees shall nominate in writing to Council within the advertised nomination period on the Council's Access and Equity Advisory Committee Nomination Form.
- Nominees must hold a commitment to improving community access and equity of people with disabilities and/or people from diverse backgrounds and advocate on their behalf.
- Nominees may be interviewed by Council.
- Appointments to the Committee will be made by Council, except in instances of replacement membership mid-term.
- In the event that a committee member needs to resign or is absent without leave for three or more meetings, their membership may be terminated. In such instances, nominations for a replacement candidate may be sought. The vacancy must be advertised in the local media and on Council's website and the successful applicant will be appointed to the Committee by the Chair of the Committee.
- Community representative membership will be appointed to specific individuals.
- Community organisational membership will be appointed to appropriate organisations with a specific organisational representative nominated as the primary attendee. In the event that this representative is not able to attend a meeting, a suitable substitute representative may be nominated by the organisation.
- Representatives can renominate after their term, in accordance with the nomination procedure process.

7. Term of Membership (Tenure) of the Committee

The Committee has a two-year tenure. Tenure is subject to members maintaining their current employment role or community status and compliance with the Terms of Reference.

8. Chair of the Committee

Meetings will be chaired by its Councillor appointee. In the event that the chairperson is absent, the meeting will be chaired by a representative of Council.

9. Meeting frequency, duration and location

- Meetings will be held on the 1st Monday of every second month for approximately 2 hours.
- Meetings will be held at the Manningham Civic Centre (Council offices) at 699 Doncaster Road, Doncaster 3108.

10. Confidentiality and Privacy

- Members have an obligation not to disclose any materials or information that is not available to the public, unless approved by the Chair or a representative of Council.
- All Committee discussions should comply with the requirements under the Privacy Act and its principles.

11. Administrative support

- Council officers from the Social and Community Services Unit will resource the Committee and provide relevant secretariat support.
- The Committee will have access to Council staff with expertise relevant to the item being advised on by the Committee.

12. Transparency and Accountability

- Agendas and meeting papers will be distributed to Committee members one week prior to the meeting.
- Minutes of the Committee meetings will be circulated to Committee members two weeks after the meeting.

13. Monitoring and Feedback

- Actions will be minuted and reported back to the Committee in a timely manner.
- Comments provided by the Committee on Council matters will be considered by the appropriate units of Council and outcomes will be reported back to the Committee in a timely manner.

14. Evaluation and Review

At the end of each term of the Committee, there will be a review of the Access and Equity Advisory Committee Terms of Reference and its role.

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