

1 PURPOSE

The Access and Inclusion Advisory Committee is an Advisory Committee. Its purpose is to advocate, inform, and guide Council on improved access and inclusion for all people, including people with disabilities, living, working, studying or visiting the City of Darwin.

2 SCOPE

The Access and Inclusion Advisory Committee operates to advocate, inform, and support Council's approach to access and inclusion.

3 AUTHORITY / DELEGATION

The Access and Inclusion Advisory Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

4 FUNCTIONS

The functions of the Access and Inclusion Advisory Committee are to:

- a) Represent the access and inclusion needs of the Darwin community.
- b) Advise Council on ways to actively contribute to the development and implementation of best practice policy, procedures, planning, and programming to increase community inclusion outcomes.
- c) Identify actions that City of Darwin can take to improve access and inclusion of Council's services, facilities, and programs.
- d) Identify gaps, issues and challenges relating to access and inclusion that City of Darwin can advocate for and/or partner with businesses, services and organisations to address.
- e) Advocate for access and inclusion through providing education and information to improve community awareness of the needs and rights of those with access and inclusion issues, through positive and proactive media, social marketing, community events, festivals, forums, and other initiatives.
- f) Keep Council informed on industry developments, standards, and legislation which can improve access and inclusion to Council services, facilities, and programs.
- g) Guide the implementation of City of Darwin's Access and Inclusion Plan.

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5 MEMBERSHIP

In accordance with the *Local Government Act 2019*, the City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication and commitment to the purpose of the group.

Membership provisions

- a) Up to ten community members, with a minimum number of six; and
- b) Four organisational memberships consisting of;
 - i. National Disability Services NT (NDS NT)
 - ii. Council on the Ageing NT (COTA NT)
 - iii. Relevant/ Identified Northern Territory Government representative(s)
 - iv. Identified organisation representing vulnerable members of the community which could include refugees and/or new migrants, Indigenous peoples, and the LGBTQI+ community.
- c) One Council Member (and one Alternate Council Member)

Membership will expire if a member does not attend three consecutive regular meeting occasions without an approved leave of absence.

Representatives shall be nominated by a member organisation and are required to send a briefed alternate delegate should the nominee be unavailable.

The Term of Membership for Community members is two years. Community Members if absent, are unable to send a proxy.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

5.1 CHAIR

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

Organisational members are appointed to represent the interests and views of their member organisation relevant to the committee purpose.

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6 MEETINGS

6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than eight (8) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

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10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: _____

Signature: _____

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