

ACCESS AND INCLUSION WORKING GROUP

This Charter is to be read in conjunction with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

1. Establishment

The Access and Inclusion Working Group is established by ELT resolution on 4 January 2024.

2. Purpose

The purpose of the Access and Inclusion Working Group (the group) is to support the Shire to create an accessible and inclusive community by providing advice and recommendations to Shire staff in the delivery of Access and Inclusion Informing Strategy outcomes.

3. Powers

The group has no delegated authority to make any decisions for or on behalf of Council and are not authorised to:

- Expend or authorise the expenditure of any Shire funds.
- Correspond with any party.
- Speak on behalf of the Shire or Council.
- Issue any media release.
- Issue any instruction to Shire employees.

The group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

Recommendations from the group are advising only and shall be given due consideration in decision making processes but are not be binding on staff or Council.

4. Membership

The group shall consist of the following members:

- a. Up to six persons who have a disability and reside within the Shire of Mundaring or who utilise the Shire of Mundaring as their local community.
- b. Up to three persons who are carers, friends or family of a person with a disability, or who have demonstrated advocacy in access and inclusion issues for people with disability and reside within the Shire of Mundaring or utilise the Shire of Mundaring as their local community.
- c. Up to three persons who represent a community service organisation that operates within the Shire of Mundaring and provides support for people with disability.
- d. Up to two Shire employees.

An external member absent for three consecutive meetings without leave shall forfeit their membership.

The group may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

5. Appointment

The Panel to determine appointment to the group shall consist of:

- a. The CEO
- b. Director Strategic and Community Services.

5.1. External Members

Potential applicants for the role of external member will be required to provide a statement on their skills and experience specific to the membership role they seek (refer to 4. Membership) in order to be considered for appointment.

5.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the group at its first meeting.

6. Roles and Responsibilities

Each member is expected to conduct themselves in keeping with the provisions of the *Local Government Act 1995* (the Act), *Meeting Procedures Local Law 2015* and the applicable Code of Conduct to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the group.

In addition to the above, the specific roles for each membership type are as follows:

- External members are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.

Where the presiding member is unable or unwilling to chair the meeting, the senior employee tasked with supporting the group will chair the meeting (but does not have voting rights).

- Employees are responsible for conducting necessary research as required, as well as providing professional advice, and for administering its meetings.

7. Meetings

Meetings shall be held generally in keeping with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

Ordinary meetings will be held quarterly.

Special meetings may be held:

- a. if so decided by the group; or
- b. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the group whether vacant or not. Each member of the group at a meeting will have one vote. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend a meeting, they must advise the Shire administration as soon as reasonably practicable.

8. Recording and Reporting

The Meeting Notes shall record:

- details of any disclosure of interest and the extent of such interest.
- consensus agreement on actions.

The Meeting Notes will not reflect verbatim discussion on issues or matters discussed prior to consensus agreement being reached. At the end of each meeting, the presiding member will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

Where advice is received from a group which may inform decisions made by Council and has been included as consensus agreement in the Meeting Notes, this advice may be included in an officer report for formal consideration by Council. Agreed actions will be assessed for financial or resourcing implications prior to being actioned.

9. Changes to Charter

This Charter may be amended by the group when required with the Executive Leadership Team to endorse any changes.

10. Term

Executive Leadership Team may determine at any time that a group is no longer required and is to be disbanded.

Document Control

Item	Date	Reviewed by
Group established (in current format)	4 January 2024	Executive Leadership Team