

# DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE

**Terms of Reference**

1. Purpose

The Disability Access and Inclusion Advisory Committee has been established to:

* monitor the implementation and review of the Disability Access and Inclusion Plan (DAIP);
* provide advice to Council on key policy issues that relate to Disability, Access and Inclusion; and,
* enable greater communication between the community and Council.

1. Objectives

The Committee is an Advisory Committee of Council with the following functions:

1. Provide oversight and monitoring of the implementation of the DAIP;
2. Identify issues affecting accessibility and inclusion for people within Moorabool Shire;
3. Provide a voice for people living with a disability on Council strategies and plans and their impact on access and inclusion;
4. Participate in community consultation;
5. Contribute to discussions and activities within meetings;
6. Assist and provide feedback on the positive profile of people living with a disability through Council publications, media, and social media;
7. Advocate for improvements to access, services, social and built infrastructure;
8. Participate in forums or events.

The Disability Access and Inclusion Advisory Committee will provide an opportunity for informed discussion on issues relating to access and inclusion for community members of the Shire and increase Council and community awareness of the particular needs and aspirations of people living with a disability through collaboration and consultation.

The Disability Access and Inclusion Advisory Committee will provide oversight, review, and recommendations for the on-going implementation process of the DAIP. The Committee will also assist in shaping and creating accessible and inclusive communities for people in the Moorabool Shire by utilising the experience and expertise of people living with a disability in bringing new perspectives to both existing and emerging issues.

1. Definitions

* **Chairperson** refers to the person responsible for chairing meetings as appointed by the Committee.
* **Committee** means the Disability Access and Inclusion Committee.
* **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff.
* **Council** means Moorabool Shire Council.
* **Councillor** means a Councillor of Moorabool Shire Council**.**
* **Deputy Chairperson** refers to the person responsible for chairing meetings in the absence of the Chairperson, as appointed by the Committee.

1. Dates, Times and Places of Meetings
   1. Meetings of the Committee shall be held bi-monthly on the second Thursday of the month at a time to be determined by the Committee.
   2. The Advisory Committee will hold a minimum of 5 meetings over the February – November period inclusive.
   3. Meetings shall be held alternatively at the Council Chambers in Ballan and the James Young Room, Lerderderg Library in Bacchus Marsh, or virtually where required.
   4. An agenda for meetings held will be delivered to each Committee member at least 48 hours prior to the date of each meeting via email.
2. Membership and Attendance
   1. **Appointments to Committee**
3. Council shall undertake an expression of interest process calling for community members when membership for the Committee has expired or a position becomes vacant.
4. The following criteria shall apply for the selection of members:
5. Skills, qualifications and other attributes of the applicant;
6. A person living with a disability or caring for someone living with a disability;
7. The level of experience and interest in the work of the Committee;
8. A broad distribution of applicants, in terms of the geographic and physical location within the municipality; and,
9. Broad representation of applicants that reflect the diversity of Moorabool.
10. Necessary arrangements will be made by Council administration to facilitate the short-listing and selection of community applicants for the Committee.
11. The Committee will be convened by Council and shall comprise:
12. Councillor
13. Relevant Council Officers
14. 1 Representative from Western Health
15. 2 Representatives from Mecwacare
16. 8 Community Representatives.

Other representatives from community organisations, agencies or networks not listed above will be invited to attend as required.

* 1. **Term of Appointment**

Councillors shall be appointed for a period, as deemed appropriate, so long as the period of appointment does not extend past the Council term.

The period of appointment for Community Representatives shall be for a 2-year term.

* 1. **Appointment of Chairperson**

The Committee will nominate a Chairperson and Deputy Chairperson for a 12 month period, with a further nomination of Chairperson to be held at the conclusion of the term. The Deputy Chairperson will be responsible for chairing meetings in the absence of the Chairperson.

* 1. **Attendance**

A Committee member shall endeavour to advise the Chairperson and/or delegate of non-attendance at any meeting.

* 1. **Failure to Attend Meetings**

Any member who is unable to attend three (3) consecutive Committee meetings shall notify the Chairperson in writing as to his/her availability to continue to be a member of the Committee.

* 1. **Resignation of Committee Member**

A Committee member may resign from the Committee by advising the Chairperson in writing.

1. Conflict of Interest and Confidentiality
   1. Committee Members must disclose a Conflict of Interest in accordance with the *Local Government Act 2020*.
   2. In the event of a Conflict of Interest arising, the Committee Member:

##### a) Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.

##### b) Must leave the room and not participant in any discussion and/or decision pertaining to the disclosed interest.

##### c) The disclosure must be recorded in the meeting minutes.

1. Quorum
   1. A quorum is the majority of appointed members but must include either the Chairperson or Deputy Chairperson. A quorum for the meeting will require a minimum of 4 Community Representatives to be in attendance, with a minimum of 50% overall attendance of members present.
   2. If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse. If a quorum fails after the commencement of the meeting, the meeting shall lapse.
   3. Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.
2. Chairperson
   1. Meetings will be chaired by the Committee endorsed Chairperson.
   2. Duties and Discretions

The Chairperson:

##### must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee Member, member of Council staff, or member of the community; and

##### must call to order any person who is disruptive or unruly during any meeting.

1. Operations
   1. The Committee has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council’s consideration.
   2. The Committee shall follow the general consensus principle, when determining its preferred position on matters under discussion.
   3. Committee members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations.
   4. The Council will provide the necessary support to assist the Committee to function effectively including:

##### Maintaining contact details of members.

##### Preparing and distributing agendas and prior reading materials.

##### Preparing and distributing meeting minutes.

1. Media
   1. Committee Members are not to represent the Committee to the media.
2. Reporting
   1. Endorsed minutes of the Committee meetings shall be presented to the next practicable Ordinary Meeting of Council.
3. Review
   1. A review of the role, function, membership and productivity of the Committee will be conducted once every three years or as required to ensure currency, effectiveness and stakeholder engagement.
   2. Council retains the right to:

##### Review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.

##### Revoke these Terms of Reference at any time.