

Terms of Reference

Purpose	The Mitchell Access and Inclusion Committee will provide strategic advice on issues which impact upon access and inclusion within the municipality. The main vehicle for this will be the development and implementation of the Access and Inclusion disAbility Plan.
Relationship of Committee to Council	The Committee will make recommendations to Council in an advisory capacity. The Committee will provide technical advice, local knowledge and support to Council.
Roles and tasks	<ul style="list-style-type: none"> • Provide advice to Council on the development of the Access and Inclusion disAbility Plan and once adopted, take appropriate action to implement, and monitor its progress. • Provide advice to Council on emerging access and inclusion issues that are relevant to Council's strategic direction. • Assist Council to identify and make recommendations on issues of access and inclusion: including physical access, community planning, communication, participation and advocacy. • Provide linkages between Council, organisations and people within the Shire of Mitchell on issues of access and inclusion. • Promote International Day for People with a Disability and assist with the delivery of the day.
Chairperson	Meetings will be chaired by the Mitchell Shire Councillor, nominated by Council on an annual basis.
Meetings	Meetings will be held on a quarterly basis with four meetings being held each year.
Membership	<p>The Committee will comprise:</p> <ul style="list-style-type: none"> • one councillor, nominated by Council on an annual basis (who will act as Chair) • up to nine community representatives representing a range of disabilities • up to three agency and service provider representatives • Director Sustainable Communities • Manager Community Strengthening • Community Engagement Officer

<p>Membership Criteria</p>	<p>The following membership criteria will be used in making community, agency and service provider appointments to the Committee:</p> <ul style="list-style-type: none"> • established networks/relationships/connections to relevant access and inclusion services and the sector • live and/or work within the municipality, or have a demonstrated connection to the municipality through professional, technical or industry alliances • understanding of the role of local government in access and inclusion issues • relevant experience in committees and/or demonstrated ability to participate in, and constructively contribute to a group committee or organisation • a mix of skills and attributes to complement other members of the committee • ability to regularly attend and participate in meetings as scheduled. <p>As far as practicable the composition of the Committee will reflect the widest access and inclusion perspectives of people living with a disability, their families and carers.</p> <p>Nominations for appointment to the Committee will be called by public notice in the local media, Council website and by letter to relevant local or peak agencies or community organisations.</p> <p>Nominees shall nominate to Council in writing on the provided nomination form within the advertised nomination period.</p> <p>Appointments will be made by Council and selected based on the criteria above. Membership will be for a two year period.</p> <p>Representatives can re-nominate after their terms, in accordance with the nomination procedure process.</p>
<p>Meetings</p>	<p>Member apologies are to be received at least 24 hours prior to the scheduled meeting time (where possible). If apologies are received from 50% + 1 or more members, meetings will be cancelled and rescheduled (if feasible) for four weeks after the original scheduled meeting date. Members are asked to check emails the morning the meeting to receive any cancellation notices.</p> <p>Support may be available for members of the committee who require attendant care, transport, carer support or an interpreter services.</p>

<p>Resignation</p>	<p>A member of the Mitchell Access and Inclusion Committee may resign at any time. Notice of resignation is to be provided in writing to the Executive Support Officer.</p> <p>The Access and Inclusion Committee will be flexible with regards to multiple non attendances by members acknowledging the health and support needs associated with active citizen participation. In this instance, members should lodge a prior apology.</p> <p>Members of the Committee may be deemed to have resigned if they do not attend three meetings of the committee without lodging a prior apology.</p> <p>Any member who resigns or whose membership is terminated, may be replaced by the Council, following a public advertisement process as noted above.</p>
<p>Working Groups</p>	<p>The Committee may auspice the establishment of special interest working groups as needed to progress specific initiatives for a defined period of time. These working groups may co-op other members as required to address the specific issue at hand.</p> <p>Working groups can present opportunities or issues to the wider committee, upon request to the Committee's Executive Support Officer.</p> <p>All working groups will comprise two or more committee members and may include relevant staff members.</p>
<p>Executive Support</p>	<p>The Council will provide the necessary executive 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 <i>Local Government Act 1989</i>. • managing all other administrative processes associated with the Committee.

Reporting	<p>The Committee shall report to Council by providing a delegates report following each meeting of the Committee.</p> <p>The Committee will be given the opportunity to present to Council at least once per annum.</p>
Review	<p>A review of the role, function and membership s of the Committee will be conducted at least once during the electoral term months to ensure currency, effectiveness and stakeholder engagement.</p> <p>These terms of reference may be revoked at any time by Council</p>