

# **Inclusion and Access Advisory Committee**

## **Terms of Reference**

### **Classification: Advisory Committee of Council**

**To receive the Terms of Reference for the Inclusion and Access Advisory Committee in an alternative format or for assistance, please phone 0438 277 428, using the National Relay Service 13 36 77 if required, or email [inclusion@nillumbik.vic.gov.au](mailto:inclusion@nillumbik.vic.gov.au) .**

### **Purpose**

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the implementation of the Disability Action Plan, as well as current and future planning to promote inclusion, including people with disability.

### **Objectives**

- Assist and advise Council regarding key issues in relation to access and inclusion of people with disability, their families and carers.
- Assist Council in the review and identification of Council's current and future disability access and equity issues, including the provision of information and resources to the public.
- Advise Council on the implementation of the Disability Action Plan by discussing strategies to reduce barriers, increase economic participation, social participation and local connectedness.
- Provide a forum for the discussion of issues or barriers which may impact health, safety, wellbeing and resilience.
- Support opportunities to raise awareness and create a platform for leadership to promote inclusive communities.

## **Membership and chairperson**

- Appointed Councillor to act as chairperson, with second Councillor to act as alternate chair
- Thirteen representatives selected; local people with disability, local carers of people with disability, inclusion advocates and local disability service providers (minimum of 4 disability service providers) who are also committed to the promotion of inclusion more broadly (e.g. to include LGBTI, cultural and linguistic diverse backgrounds).
- Volunteer community representatives to be inducted as Nillumbik Shire Council Volunteers.
- All members must represent the broad needs of the community and not individual needs or interests.
- Council's appointed Councillor will be the chairperson. In the event of the chairperson being unable to attend a meeting, the alternative chair will act in their place. Where no Councillor is present, the Committee will appoint a Temporary Chairperson for that meeting.

## **Selection and term of appointment**

Members will be determined by a selection panel consisting of the chairperson and the Disability Inclusion Unit. Council will then endorse new members of the Inclusion and Access Advisory Committee and (if updated) the Terms of Reference.

Members will be appointed for a two year term or until otherwise resolved by Council.

Members completing their term may re-apply.

Should a member wish to resign prior to their term of appointment finishing, written notification (via email and/or mail) must be given to the Council Officer of their intent.

A members' term of appointment may also cease if they fail to attend three consecutive meetings without notice of an apology.

Where a member resigns before the end of their term, a replacement committee member may be appointed by the remaining Advisory Committee members, Disability Inclusion Unit and chairperson.

## **Co-opted members**

The Advisory Committee may invite suitable people to join in an advisory capacity, for a specified purpose and period of time. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.

Where appropriate, working groups may be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to members and non-members. A working group member will be nominated to provide feedback at meetings.

## **Quorum**

A meeting can only take place with a quorum of:

- Four members.
- One Council officer must be present for administrative purposes.

## **Member responsibilities**

In order to fulfil the Committee's objectives, members are expected to:

- Undertake induction as a volunteer of Nillumbik Shire Council.
- Demonstrate an understanding of inclusion within a local government structure.
- Be familiar with relevant Council plans and policies, particularly those related to inclusion.
- Prepare for and actively participate in regular meetings, with an ability to attend at least three of the bimonthly meetings held each year.
- Be aware of best practice principles relating to inclusion.
- Be aware of the activities, interests and concerns of stakeholder organisations and groups in the Shire.
- Declare conflicts of interest prior to the consideration of an agenda item.
- Be respectful of other members and open to new ideas and ways of thinking.

**Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council Advisory Committees must:**

- Adhere to the Equal Opportunity Act 1995, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.
- Adhere to the requirements of the Occupational Health and Safety Act 2004 and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.
- The Council Officer with the responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Committee induction process.

**Meeting frequency**

Meetings are held bi-monthly at the Civic Centre, Civic Drive, Greensborough and at various community based locations (agreed upon by members). Extra-ordinary meetings may be convened as required.

**Management of the Committee**

- The Disability Inclusion Unit or nominated delegate will resource the Committee and attend all meetings, provide information, support and technical advice.
- The Disability Inclusion Unit or nominated delegate is responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.

**Reporting procedure**

- The Committee is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflected in any reports and statements issued.
- Minutes of the meetings are presented to Council at the next scheduled Council Meeting.

- Recommendations made by the Advisory Committee require consideration and approval by Council before being fully endorsed and acted upon.

## **Public statements**

Members of the Committee cannot make public statements on behalf of Council.

## **References**

- Disability Action Plan 2020-2024
- Council Plan 2017-2021
- Disability Discrimination Act 1992
- Disability Act 2006

## **Contact details for the Inclusion and Access Advisory Committee**

Coordinator, Disability Inclusion and Volunteering: Angela Lampard

Disability Inclusion Officer: Angela Clare

Email/phone: [inclusion@nillumbik.vic.gov.au](mailto:inclusion@nillumbik.vic.gov.au) or call 0438 277 428

Endorsement date: May 2021

Review date: May 2023