

Georges River Council 2024-2025 Access and Inclusion Advisory Committee Terms of Reference

Purpose of Advisory Committee

The purpose of the Committee is to provide feedback and advice to Council on its policies, plans and services to better support people with disability.

Objectives

- To assist Council with the implementation of the Disability Inclusion Action Plan (DIAP) to ensure all actions are progressing as per Council's commitment.
- To assist Council with communication, consultation, and engagement with people with disability through a two-way information exchange.
- To provide a forum for raising issues of concern and recommendations to Council on the interests of people with disability at a local level in the Georges River Council local government area (LGA).
- To strengthen partnerships and promote collaboration among the range of groups and services that work with people with disability in the local community.
- To celebrate the achievements of people with disability in the Georges River LGA.

Membership

Membership is voluntary and will consist of up to 10 members at any one time.

Membership will include, but is not limited to, people with disability, carers of a person with disability, representatives from local disability service providers, representatives from relevant government agencies and Council staff.

Council will seek membership by Expression of Interest (EOI) which will request that applicants describe their community background, including any relevant experience living or working in the Georges River LGA. Applicants must also outline why they wish to become a member and identify any important issues they believe the Advisory Committee should seek to address.

Membership Criteria

- All members must meet at least one of these criteria:
 - Lived experience of a disability, and/or;
 - Lived experience as a carer, and/or;
 - Skills and experience in working with people with disability.
- All members must live, work or engage in services within the Georges River LGA.
- Members should be available to attend meetings and confirm the accuracy and integrity of minutes of meetings.
- Members should represent the views and issues of their community, not their own personal or political interests.
- Members should maintain confidentiality of matters discussed where needed.

Period of Membership

Members of the Advisory Committee will be appointed for a period of two years, from 2024-2025. If any members wish to terminate their membership, they must notify Council's Diversity and Inclusion Officer as soon as possible. Members wishing to extend their membership beyond two years will have an opportunity to submit another EOI.

An EOI for membership will be sought every two years when the fixed term of the Advisory Committee concludes, or at any time that a position becomes vacant.

Responsibilities of Members

- Participate in an orientation workshop which will include information about the role of the Advisory Committee, the role and responsibilities of members and Council, Council's Code of Conduct and other related policies and protocols.
- Attend meetings and contribute to the ideas and concerns related to the agenda at meetings of the Advisory Committee.
- Provide advice and recommendations to Council on meeting agenda items.
- Report back to their networks about the issues discussed and decisions made by the Advisory Committee and provide community feedback to the Advisory Committee.
- Have a positive attitude and genuine desire to collaborate with Council.
- Notify Council's Diversity and Inclusion Officer if unable to attend meetings, and/or if seeking to nominate someone to attend instead.



If members are absent for three consecutive meetings without an apology and there has been no response from the member regarding their continued involvement in the Advisory Committee, the position will be declared vacant, and this will be recorded in the minutes of the corresponding meeting.

An Advisory Committee member may resign at any time by providing written notice to Council's Diversity and Inclusion Officer.

Chairperson

Members of the Advisory Committee will elect a Chairperson and Deputy Chairperson for a period of one year. In the absence of the Chairperson and/or Deputy Chairperson, the Advisory Committee will elect a standing Chairperson.

Quorum

As the membership of the Advisory Committee operates in an advisory capacity only, no quorum is required. However, the Chairperson will use their discretion to determine if any item should be deferred to a future meeting if it is considered there are insufficient members present to fully consider the item.

Meeting Procedures

- Meetings will be held every three months (quarterly).
- Meetings will be held online via Microsoft Teams with opportunities to meet in-person.
- Terms of Reference will be reviewed every two years.
- The Advisory Committee's achievements and future/direction will be reviewed at the last meeting of each year.

