

15 August 2017

Draft Terms of Reference

Georges River Council Access and Inclusion Reference Group

Background

On 12 May 2016 Hurstville City and Kogarah City Councils were amalgamated to form a new entity – Georges River Council. As such Hurstville Access Advisory Committee no longer had authority to meet and function, and was dissolved. Under the Disability Inclusion Action Plan the establishment of a new Access and Inclusion Reference Group was identified as an action by the community.

Objectives

The objective of the Access and Inclusion Reference Group is to:

- To assist Council with the implementation of the Disability Inclusion Action Plan
- Provide Council with advice on the needs and priorities of people with disability, their carers and families in the local community
- Assist Council with communication, consultation and engagement with people with disability, through a two way information exchange
- Strengthen partnerships and promote collaboration among the range of groups and services that work with people with disability in the local community
- Celebrate the achievements of people with disability in the Georges River Council Local Government Area.

Reference Group Role

Members of the Access and Inclusion Reference Group will:

- Provide support and feedback to Council on the Disability Inclusion Action Plan to ensure all actions are progressing as per Council's commitment
- Provide specialist advice on how Council can improve its service delivery to people with disability, and make them more accessible for all members of the

community

- Represent the views of, and report back to the relevant groups/organisations, and provide information back to the wider community
- Attend meetings and carry out specified tasks as required.

Membership

Membership of the Access and Inclusion Reference Group 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. Membership shall comprise of up to ten people.

The Access and Inclusion Reference Group will be supported by Council's Coordinator Community Development (as Executive Officer) and Council's Community Development Officer – Disability (as Secretariat).

Membership Criteria:

All community representatives must live, work or engage in services within the Georges River Council area. Members must have:

- A lived experience of disability, and/or
- A lived experience as a carer of a person with disability, and/or
- Skills and experience in working with people with disability

Individual community representatives represent the views and issues of their own community, and not their own personal or political interests.

Terms of Nominations

An Expression of Interest (EOI) from individuals or community organisation representatives will be sought by advertisement in local media and Council's website. Letters to relevant local and peak community organisations will also be sent, seeking nominations from both people with disability and staff members. EOI for membership of the Access and Inclusion Reference Group shall be in writing to Council within the advertised period on the EOI form.

Period of Membership

Members of the Access and Inclusion Reference Group will be appointed for a period of two years.

Chairperson

Members of the reference group will elect the Chairperson for each two year period. In the absence of the Chairperson, the reference group will elect a standing Chairperson.

Frequency of Meetings and Procedures

- Meetings will be held on a quarterly basis.
- The agenda and meeting documents will be circulated to the reference group members at least one week prior to the meeting.
- Council officers will provide secretariat support to the meeting, including minute taking.
- The recommendations of each meeting will be submitted to the Community Development and Services Advisory Committee and to Council.

Quorum

As the membership of the reference group operates in an advisory capacity. Quorum will consist of three non-Council staff members. If member were not able to attend a meeting, they would be able to provide input through providing information prior to the meeting or to participate through tele- or video-conferencing. The Chairperson, however, will use their discretion to determine if any item should be deferred to a future meeting if it is considered that there are insufficient members present to fully consider the item.

Code of Conduct

Each Reference Group member shall be provided with the Model Code of Conduct for Local Councils in NSW November 2015.