

Georges River Council Access and Inclusion Reference Group Terms of Reference

Objectives

The objective of the Access and Inclusion Reference Group is 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 careers 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, ensuring accessibility for all members of the community
- Represent the views of relevant groups/organisations and report back to provide key information back for the wider community
- Attend meetings and carry out specified tasks as required.
- Notify the Diversity and Inclusion Officer if unable to attend the meeting or wish to nominate a colleague to stand in.

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 Diversity and Inclusion Officer (as Secretariat)

All Reference Group members will be provided with the Model Code of Conduct for Local Councils in NSW (November 2015)

Membership Criteria

- All members must live, work, or engage in services within the Georges River Council local government 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 community, not their own personal or political interests
- Members should be available to attend meetings and confirm the accuracy and integrity of minutes of meetings
- Members should maintain confidentiality of matters discussed where needed
- Members should prepare for meetings by reading materials distributed in advance to ensure they understand what will be discussed.

Period of Membership

Members of the Access and Inclusion Reference Group will be appointed for a period of two-years. If any members wish to terminate their membership, he/she must notify the Diversity and Inclusion Officer as soon as possible. If members wishing to extend their membership beyond two years, they will have the opportunity to submit another Expression of Interest.

Chairperson

Members of the Access and Inclusion Reference Group will elect a Chairperson and Deputy Chairperson for a period of one year. In the absence of the Chairperson and/or Deputy Chairperson, the Reference Group will elect a standing Chairperson.

Quorum

As the membership of the Reference Group 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 that there are insufficient members present to fully consider the item.

Operations

- Meetings will be held every three months/quarterly
- Meetings will be held online
- Terms of Reference will be reviewed every two years
- Reference Group's achievements and future/direction will be reviewed at the last meeting of each year.