

Attachment 1

**South Gippsland Shire Council
Access and Inclusion Advisory Committee
Terms of Reference Council Adoption
July 25 2018**

1. Purpose

To provide advice to Council in relation to:

- disability issues, to promote inclusion, access and equity; and,
- in the development and implementation of Council's Disability Action Plan, other policies, strategies and plans.

2. Role of Committee

The Committee will:

- a) provide advice to Council on issues, policy, documents and projects relating to the access and inclusion of people with a disability
- b) assist Council to evaluate progress against the key policy statement and strategic objectives contained in Council's Disability Action Plan
- c) provide advice to Council on disability related issues that may require the advocacy of Council
- d) assist in educating the community to create greater awareness of disability related issues, and
- f) provide a link between the community and Council in relation to advocacy issues for people with disability
- g) encourage and support individuals with disability and groups supporting people with disability to raise their profile

3. Membership

- a) The Advisory Committee will aim to reflect the diversity of the community and comprise **up to fifteen (15) members** as follows:
 - i) up to nine (9) community representatives with a minimum of five (5)
 - ii) up to five (5) organisational representatives with a minimum of two (2) and
 - ii) nominated Councillor(s).
- b) Members of the Advisory Committee require endorsement by Council. Terms of appointment may be set by Council
- c) Councillor representatives will be appointed/reappointed at the Special (Statutory) Council Meeting
- d) Advisory Committee vacancies will be filled at the discretion of Council
- e) Members may be granted Leave of Absence and replaced by an appropriate substitute for the period of the absence
- f) A member shall cease to hold office if he or she is absent from **3** consecutive meetings without a Leave of Absence, as agreed with the Chairperson
- g) A member may have his or her term of office revoked by Council upon request by the Committee following a resolution carried by a two thirds majority vote of members of the Committee
- h) Council may revoke the membership of any member Advisory Committee at any time
- i) Council has the power to terminate the services of the Advisory Committee at any time after consultation with the Committee
- j) Records of resignations are to be submitted to the Chairperson who will forward these to Council, ~~and~~
- k) Committee members can be reimbursed for expenses incurred, as agreed prior with the Council~~!:-~~
- ~~l) —~~ **l)** The Advisory Committee Chair or their delegate will be an active participant in the recruitment and induction of new members.

m) **m)** The Rural Access Project Officer and the **Coordinator** Community Strengthening (or delegate) will attend the meetings, but they will not have voting rights.

n) Proposed membership of the Advisory Committee is to be confirmed by Council.

4. Committee Operations

a) The Advisory Committee will appoint the Chairperson and Deputy Chairperson (if required) for the period of 1 year, with an option to extend as agreed upon by the Committee.

b) Council Officers will be regularly invited to attend meetings to discuss developments and initiatives relevant to the Disability Action Plan and broader disability related issues

c) Council will offer relevant training, development and leadership opportunities to the Advisory Committee

d) Council's Community Strengthening team will provide administrative support to the Advisory Committee, as appropriate, and

e) Council's Community Strengthening team will provide information to the Committee in alternative meeting formats, as appropriate.

5. Proceedings

5.1 Meetings

a) The Advisory Committee will meet at least eight (8) times per year, or more often as required

b) The duration of each meeting should not exceed 2 hours

c) Meetings will follow standard meeting procedures, as in Council's Meeting Procedure Local Law No.3

d) The agenda will be prepared by the Rural Access Project Officer and distributed to Advisory Committee members at least 4 days before the meeting. Committee members are encouraged to contribute agenda items, and

e) Minutes will be taken for each meeting and distributed to all members and appropriate staff during the following week. If one Councillor or more is present at the meeting the meeting is deemed an Assembly of Councillors.

f) Councillor Representative will table highlights at Council.

- g) Minutes will be forwarded to Councils Information Management Team to be stored.
- h) Council will provide the Committee with a template for and advice about reporting back to Council that will enable the Chief Executive Officer to keep a written record of the meeting if it is an Assembly of Councillors.

5.2 Quorum

- a) A majority is a half of the Advisory Committee members plus one, and
- b) If at any meeting of the Advisory Committee a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will not be able to make any binding decisions. The notes from this meeting can be ratified at the next meeting, provided a quorum is present at that meeting.

5.3 Voting

- a) The Advisory Committee will make every effort to arrive at its decisions by consensus, and
- b) If consensus is not possible matters will be resolved by a majority of the votes of members present. The Chairperson shall have the casting vote if the votes are equal.

6. Reporting

- a) In reporting to Council, recommendations should reflect a consensus view. Where a consensus cannot be reached, reports will clearly outline differing points of view
- b) Reports to Council will be coordinated through the Councillor Representative.
- c) Reports about Advisory Committee meetings will be made by the Councillor representative at the next appropriate Council meeting
- d) Members may present minutes to their affiliated organisations, where applicable
- e) The Advisory Committee will provide information about its activities to the broader community on a regular basis
- f) The Advisory Committee may provide an annual report on its activities each year to Council, and
- g) The Advisory Committee can expect a response from Council within 45 days of the making any recommendations.

7. Terms of Committee, Evaluation and Review

The term of the Advisory Committee will be until the end date of Council's **Disability Action** Plan or until disbanded by Council.

Council will undertake a review of the Advisory Committee and its Terms of Reference every **four** years, or sooner as appropriate.

The Advisory Committee will reflect upon its role and effectiveness as part of this process and be an active participant in any review.

8. Conflicts of Interest

Advisory Committee members are to disclose any conflict of interest to the Chairperson (or nominated Councillor in the case of the Chairperson). The conflict of interest may be of a direct or indirect nature.

The disclosure must be made at the beginning of the meeting and the Advisory Committee member should leave the meeting when the matter is being considered. The Committee member may return to the meeting immediately after the matter is decided.

Advisory Committee members should be guided by the Conflict of Interest legislation and guidelines as they apply to Councillors. A copy of this legislation and guidelines can be obtained from Council's Governance Officer.

9. Confidentiality

The Advisory Committee may deal with items of a confidential nature. This requires confidentiality, discretion and sensitivity. If there are members of the public (that are not members of the Committee) in attendance they should be asked to leave during such discussions.

10. Misconduct

Council can withdraw the membership of any person found to be acting outside the interests of the South Gippsland Shire Council.

11. Dispute resolution and grievance procedure

Should a dispute or grievance arise, the Advisory Committee should attempt to resolve the matter. If unable to resolve the matter, it should be referred to Council's **Director Sustainable Communities and Infrastructure Corporate and Community Services** who will arrange guidance and an appropriate dispute resolution, as necessary.