

All Abilities Advisory Committee (AAAC) Terms of Reference 2021 - 2024

1. Objectives

The objectives of the All Abilities Advisory Committee are to:

- Advise Council on opportunities to improve access and inclusion for people of all abilities that reside in and visit the Surf Coast Shire.
- Advocate for improved access and inclusion, and promote participation for people of all abilities in Surf Coast Shire community activities.

2. Responsibilities

The responsibility of the All Abilities Advisory Committee (AAAC) will be to work with all departments of Council to:

- Provide advice to Surf Coast Shire Council on barriers to access and improvement opportunities for people of all abilities to better access Council services, programs and infrastructure within the Shire.
- Provide input into the planning stage of Council strategies, plans and policies which relate to the access and inclusion for people of all abilities – as identified by Council.
- Participate in committees and community engagement processes of Council, which relate to access and inclusion for people of all abilities.
- Advise Council on local, regional and state-wide issues which have implications for the inclusion of people of all abilities in Surf Coast.
- Provide input into the Surf Coast Council's Access & Inclusion Plan.

3. Composition

Committee members must have a strong connection to the local community and live, work, study, or regularly visit in the Surf Coast Shire.

The committee will comprise a maximum of 15 Council and community representatives, including:

- One Councillor; appointed by Council annually. All other Councillors will be welcome as observers
- Community members with disability

- Carers and families of people with disability
- Community members with an interest or work experience in access and inclusion issues
- Council's Access and Inclusion Officer
- Council's Age and Access Coordinator
- NB - Other Council Officers will be invited to attend particular meetings, as relevant to the agenda of the meeting.

Community members with lived experience of disability will be prioritised, including people with disability, carers and family members. First priority will be given to people with disability as Council recognises people with disability as the experts in their own lives, and believe they should be actively involved in the planning of strategies and policies that affect them, as summarised in the motto 'nothing about us without us' (UN 2004). Carers and family members will also be prioritised, acknowledging their valuable experience and unique perspective.

Having a diverse range of disability represented will be prioritised. If Council is unable to find someone with lived experience of a particular disability, we will consider someone who has relevant work experience in that particular disability.

The composition will seek to reflect the diversity of the Shire including age, gender, cultural diversity, and geographic location.

4. Term of Appointment and Vacancies

- Representatives will be appointed by resolution of Council for a term of 3 years.
- Existing members can re-apply for two further terms of three years (total of nine years). At the end of nine years, existing members can re-apply as part of a broader Expression of Interest process that will also include the wider public.
- Council shall be responsible for all re-appointments.

5. Meetings

The Committee will meet at least 4 times each year or more frequently as required.

Sub-committees can be set up as needed, for specific tasks, issues-based projects, or site-visits for interested and available members.

Meeting Procedures:

- Material and presentations etc. are in an appropriately accessible format.
- Quorum for decision making will be 50% or more of non-Council committee members
- Maps should be used at meetings to aid discussion, where possible.
- All agenda items should be covered during the meeting, where possible.
- Agreed terminology/language will be used by all members.
- Surf Coast Shire staff will be responsible for the taking of minutes and the preparation and distribution of the agenda.

- Committee members are required to send agenda items at least 10 business days prior to the meeting, to Surf Coast Shire staff who will prepare the agenda in consultation with the Chairperson.
- Surf Coast Council staff will record the minutes of the meeting and present these to the Chairperson for approval, prior to sending out to the Committee members
- Relevant advice from the Committee meeting minutes will inform Officer Reports with recommendations for the consideration of Council.

Members are expected to attend Committee meetings and contribute to outputs of the group. Unexplained non-attendance of at least three consecutive meetings by a member without Committee approval will deem that member's position as having become vacant. The committee shall allow the granting of leave of absence as required.

6. Chairperson

At the first AAAC committee meeting following the Statutory meeting of Council each year the Committee will call for nominations for the position of Chair and Deputy Chair. These positions will not be held by Council Officers or Councillors.

Should there be more than one nomination the members will elect the Chair or Deputy Chair by secret ballot using the First-Past-the-Post voting system or the candidate who polls the highest number of formal votes. Council Officers and Councillors will not participate in this voting.

The role of the Chair will be to:

- Liaise with the responsible Council officer in respect to agendas
- Chair the meeting and facilitate and maintain open, efficient and effective deliberations.
- Act as spokesperson for the Committee as deemed appropriate
- Engage all members in Committee activities and to bring forward issues
- Communicate primarily with the Access and Inclusion officer and other relevant Council officers in respect to access issues and committee activities.
- The Chairperson shall have a casting vote as well as a deliberative vote to resolve deadlock.

7. Order of Business

- The order of business will be determined by setting an agenda prior to each meeting.
- The Access and Inclusion Officer will draft the agenda and consult with the Chairperson prior to sending to the full committee.
- The full committee will receive agendas at least one week prior to the meeting.
- Once an agenda has been sent to Committee Members the order of business for that meeting may only be altered by consent of the Committee.

Urgent Business

Business must not be admitted as urgent business unless:

- It relates to or arises out of a matter which has arisen since distribution of the agenda;

and

- It cannot safely or conveniently be deferred until the next Committee meeting, or
- The Committee resolves to admit an item considered to be urgent business.

8. Process for raising concerns

If an advisory committee member wishes to raise an issue of concern or make a complaint relating to the Committee, the following procedures should be followed:

- All issues of concern or complaints should be referred to the Access and Inclusion Officer in the first instance.
- The Access and Inclusion officer will follow Council's complaints procedures to resolve issues and complaints raised
- Council operational matters, requests for service / information, compliments or complaints can be lodged directly online via www.surfcoast.vic.gov.au or by calling 5261 0600.

10. Council's Role

- Council will as soon as practicable after a Committee member is appointed, organise an induction program for Committee members focusing on, but not limited to, the roles and responsibilities of the Committee and its relationship with Council and the relevant area of interest.
- The Committee will be supported by a nominated Council officer-who will attend meetings of the Committee, prepare the agenda with the Chair, and arrange for circulation of agendas and minutes and other co-ordination activities. All other Council officers as required will assist the Committee with contact through the nominated officer.
- Council will provide a suitable and accessible venue for the meetings of the Committee.
- Council will give due consideration to the advice provided by the Committee.
- Council will, wherever possible, undertake to represent the community on a range of issues that are relevant to the quality of life and the vision for health and wellbeing in the Shire and which are the direct responsibility of the State and/or Federal Government and/or other agencies.

11. Action Plan

The Committee will provide input into an access and inclusion action plan on a yearly basis.

12. Changes to Terms of Reference

These terms of reference shall be reviewed every three years and only be amended or varied by resolution of the Surf Coast Shire Council.

13. Declaration of Interest

- If a member of the Committee believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion or decision on the matter.
- The declaration will be recorded in the minutes of the meeting.
- A person may have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.