

## **All Abilities Advisory Committee (AAAC) Terms of Reference 2018 - 2021**

### **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**

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

- One Councillor; appointed by Council annually. All other Councillors will be welcome as observers.
- Local and regional community and disability service organization representatives.
- Community members of all abilities.
- Carers and families of people of all abilities.
- People with an interest in access and inclusion issues.
- Council's Rural Access Officer.
- Council's Community Relations Coordinator or Manager.

- NB - Other Council Officers will be invited to attend particular meetings, as relevant to the agenda of the meeting.

The maximum number of community and organisational representatives will be 15. Members are encouraged to send a proxy if unable to attend (where possible).

Agency representatives are invited to support an interested community member to attend meetings.

#### **4. Term of Appointment and Vacancies**

- Community and organisational representatives will be appointed by resolution of Council for a term of 3 years.
- Existing members can re-apply for further terms (3 years).
- Council shall be responsible for filling any casual vacancy, which occurs in respect to community representative members following an open expression of interest process. Any person who fills a casual vacancy shall hold office for a three year term commencing at the time of their appointment.

#### **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.

There shall be established meeting procedures. For example:

- 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.

The Committee will prepare minutes of its meetings and submit these to the Council of the Surf Coast Shire following each meeting of the Committee. These minutes may include recommendations for action by Council. Any such recommendations will be summarised by the Executive Management Team as appropriate to expedite consideration by 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 be independent of Council. Should there be more than one nomination, the members will elect the Chair or Deputy Chair (as the case maybe) by secret ballot by exhaustive preferential voting.

The role of the Chair will be to:

- Liaise with the responsible Council officer in respect to agendas
- Chair the meeting and direct discussion
- Act as spokesperson for the Committee in relation to any correspondence with members of the public about access.
- Engage all members in Committee activities and to bring forward issues
- Communicate with senior management of the Council and Councillors from the relevant area of interest in respect to access issues and committee activities.

## **7. Conduct of Business**

The order of business will be determined by the Chairperson to facilitate and maintain open, efficient and effective deliberations.

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.

The Chairperson may include any matter on an agenda, which he or she thinks should be considered by the meeting.

The Chairperson shall have a casting vote as well as a deliberative vote to resolve a deadlock.

## **8. Process for raising concerns**

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

- All issues of concern, complaints or advice relating to access and inclusion by members of AAAC should be referred to the Chairperson in the first instance.
- The Chairperson will decide if a matter will be tabled at the next AAAC meeting, or whether the matter will be dealt with prior to the next meeting. If the matter is dealt with prior to the next meeting, a summary of the conclusion of the matter will be communicated to members and is to be presented at the next meeting.
- If an issue of concern, complaint or provision of advice is to be tabled at an AAAC meeting, the committee can make a recommendation to Council.

## **9. 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.

## **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 nominated 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 recommendations of 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. Work 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.