



Terms of Reference

All Abilities Advisory Committee 2022-2026

*Approved by the Chief Executive
Officer in accordance with delegated
authority from Council
on 23 March 2022*

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1 PURPOSE

Council aims 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.

2 OBJECTIVES

The objectives of the All Abilities Advisory Committee (AAAC) are to:

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

3 RESPONSIBILITIES

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

- Provide advice to Moira 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 Moira Shire.
- Provide input into the Moira Shire Council's Access & Inclusion Plan.

4 COMPOSITION

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

The committee will comprise a maximum of 20 services and community representatives, including:

- Up to two Councillors nominated by Council annually. Additional Councillors will be welcome to address particular issues as desired/indicated.
- Moira Shire Council's Community Services Officer
- Community members with disability
- Carers and families of people with disability
- Community members with an interest or work experience in access and inclusion issues
- Service providers in disability, community support, employment, recreation, education and health sectors
- Representatives from agencies representing First Nations and specific or multi-cultural work
- Other Council Officers will be invited to attend particular meetings, as relevant to the agenda of the meeting.

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Membership Type	Positions Available
Moirā Shire Council (Lead Agency)	Three (3) – not included in total 20
Disability Services	Four (4)
Education and Training	Five (5)
Health and Cultural Services	Three (3)
Employment Agencies	Two (2)
Recreation and Other	Two (2)
Community Members	Four (4)

Council recognises people with varied abilities and their carers as the experts in their own lives, and therefore should be actively involved in the planning of strategies and policies where they are affected specifically or as part of our communities.

Membership priority will therefore be as follows community members with lived experience of disability and their carers.

In addition, diversity of disability, age and gender and culture will be prioritised wherever possible in the composition of the Committee, alongside representation from across the Shire.

5 TERMS OF APPOINTMENT AND VACANCIES

Council will appoint representatives for a term of 4 years.

In the event of resignation and/or vacancy new members can be appointed by Council mid-term with their term concluding at the conclusion of the committee term. Selection will be based on the above priority and objectives.

At the conclusion for the term a new committee will be formed which can include re-nomination from existing members through the public application process.

Agency membership will be based on agency not individual, though it is preferred that a nominated person attend the meetings.

6 MEETINGS

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

Meetings will be held at Council in Cobram with capacity to join remotely.

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

Meeting Procedures

- Quorum for decision making will be 50% or more of non-Council committee members. All agenda items should be covered during the meeting, where possible.
- Committee members are required to send agenda items at least 10 business days prior to the meeting, to the Community Services Officer who will prepare the agenda in consultation with the Chairperson.
- Agendas will be circulated a week prior
- Urgent Business will be accommodated if it relates to or arises out of a matter, which has arisen since distribution of the agenda and cannot safely or appropriately be

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deferred until the next Committee meeting; and the Committee agrees by majority.

- The Community Services Officer will be responsible for the taking of minutes and the preparation and distribution of the agenda and consult with the Chairperson for approval, prior to sending out to the Committee members.
- 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.

Accessibility

- Material and presentations etc. are in an appropriately accessible format.
- Maps should be used at meetings to aid discussion, where possible.
- Agreed terminology/language will be used by all members.

Confidentiality

On occasions, the Committee may be required to advise on a matter that has been identified as confidential in nature or is not yet in the public domain. Before a confidential matter can be dealt with any person in attendance, who is not an official member of the Committee or Council officer, must leave the meeting. Committee members are required to deal with such matters in confidence and with discretion.

7 CHAIRPERSON

At the first AAAC meeting and annually thereafter through the term, the Committee will call for nominations for the position of Chair and Deputy Chair. These positions will be held by Councillors and/or council staff, and are a non-voting position.

Should there be more than one nomination the members will elect the Chair or Deputy Chair by vote with the candidate who polls the highest number of formal votes selected for the office.

Councillors or Council Officers will not participate in this voting.

The role of the Chair, or Deputy Chair in their absence, 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 Wellbeing 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.

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8 PROCESS FOR RAISING CONCERNS

If a 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 made in writing and referred to the Wellbeing and Inclusion Officer in the first instance. This officer can support the complainant to put their concerns in writing if necessary.
- The Wellbeing 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.moirashire.vic.gov.au

9 COUNCIL'S ROLE

- Council will provide support as detailed in the Term of reference and if requested augment information for the purposes of clarifying the roles and responsibilities of the Committee and its relationship with Council and/or 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 or their manager.
- 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.

10 ACTION PLAN

The *Disability Act 2006* (Victoria) requires all Councils to have a Disability Action Plan (DAP). The AAAC will provide input into the development and implementation of the DAP.

11 CHANGES TO TERMS OF REFERENCE

These terms of reference shall be reviewed every three years and only be amended or varied by Moira Shire Council in consultation with the AAAC.

12 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.

13 TERMS OF REFERENCE APPROVAL

A handwritten signature in blue ink, appearing to read 'Clare Keenan', written over a dotted line.

Signature

A handwritten date '12/0/22' in blue ink, written over a dotted line.

Date

Clare Keenan
Chief Executive Officer
Moir Shire Council