



Terms of Reference - Access and Inclusion Advisory Group

Advisory Groups are one way for the Shire to bring together key stakeholders to provide advice to the Shire on strategies, policies, and the needs of communities within the Shire of Harvey. The following Terms of Reference apply to the members and operations of the Access and Inclusion Advisory Group.

1. General Terms

- 1.1. Advisory Groups are not formal Committees of Council created under Section 5.8 of the *Local Government Act 1995*.
- 1.2. Advisory Groups have no delegated authority to make decisions on behalf of Council.
- 1.3. Advisory Group meetings will be held four times per year or as often as necessary to perform the objectives of the Advisory Group.
- 1.4. The Council will appoint Elected Members to the Advisory Groups.
- 1.5. The CEO will determine other members in accordance with the specific terms for each Advisory Group.
- 1.6. Elected Members of Advisory Groups are to represent the policy position and strategic views of Council, when participating as a member appointed by the Council.
- 1.7. The Chairperson of the Advisory Group will be an Elected Member.
- 1.8. The Deputy Chairperson of each Advisory Group may be a community representative selected by the Group.
- 1.9. The quorum for the Advisory Group will be one more than 50% of the membership.
- 1.10. Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- 1.11. Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- 1.12. The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.
- 1.13. The previous members of an Advisory Group can renominate by providing written advice to the CEO.

2. Specific Terms of Reference Group Access and Inclusion Advisory Group

2.1. Role of the Group

The Access and Inclusion Advisory Group's role is to provide advice and guidance to the Shire on matters related to improving access, inclusion, and participation for all community members with a particular focus on people with disabilities, older adults, and other marginalised or disadvantaged groups. The Group will support the Shire's commitment to creating an inclusive and equitable community where all individuals can access services, facilities, and opportunities.

2.2. Objectives of the Group

- Provide strategic advice on the development, implementation, and review of the Shire's Access and Inclusion Plan.
- Advocate for and promote accessibility and inclusion in relevant Shire projects, programs, services, and events.
- Identify barriers and recommend solutions regarding access and inclusion.
- Provide feedback on Shire policies, procedures, and infrastructure projects to ensure they align with best practices in accessibility and inclusion.
- Foster collaboration between the Shire, community members, and stakeholders to enhance community awareness and understanding of inclusion and accessibility.

2.3. Membership

2.3.1. Elected Members

- One primary Elected Member.
- One deputy Elected Member.

2.3.2. Shire Officers

- Manager Community Development.
- Community Development Officer.
- Community and Lifestyle Administration Officer.

2.3.3. External Stakeholders

- Up to five representatives from the disability services sector.

2.3.4. Community Representatives

- Up to five community representatives.

2.4. Selection Criteria

- Community members will be selected based on:
 - Lived experience or demonstrated expertise in access and inclusion.
 - Knowledge of barriers affecting marginalised groups in the community.
 - A commitment to fostering an inclusive community.

2.5. Term of Membership

- Elected Members are appointed to an Advisory Group for two years.
- Stakeholders and Community members will be appointed for a two-year term, with the option for reappointment.
- Membership will be reviewed periodically to ensure diversity and representation.

2.6. Selection Process for Members

- Elected Members will be appointed by Council on a biennial basis.
- External Stakeholders will participate by invitation from the CEO.

2.6.1. Community Representatives Nomination Process

- The Shire will publicly advertise vacancies on a biennial basis.
- Interested individuals must complete a nomination form, outlining their experience, skills, and reasons for applying.
- Nominations will be reviewed by a selection panel comprising relevant Shire officers based on selection criteria, diversity of representation, and the nominee's ability to contribute meaningfully.
- Successful nominees will be formally appointed by the CEO for a two-year term.
- Existing members may renominate at the end of their term by providing written notice to the CEO.
- If a vacancy arises mid-term, the CEO may appoint a new member from previous applicants or reopen the nomination process.

2.7. Responsibilities

2.7.1. Elected Member

- Chair meetings of the Advisory Group.
- Advocate for access and inclusion within Council deliberations.
- Provide updates on Council initiatives and decisions related to access and inclusion

2.7.2. Shire Officers

- Provide administrative and technical support.
- Facilitate the implementation of recommendations where appropriate.

2.7.3. Stakeholders and Community Representatives

- Provide informed and constructive advice to the Shire.
- Attend and actively participate in meetings.
- Represent the views and experiences of their communities or sectors.
- Respect confidentiality and declare any conflicts of interest.

2.8. Meetings

- Frequency: Meetings will be held on a quarterly basis. Extraordinary meetings can be called as required.
- Minutes: Minutes will be recorded and distributed to all members within four weeks of the meeting.

2.9. Code of Conduct

All members must agree to:

- Treat others with respect and professionalism.
- Maintain confidentiality of discussions.
- Act in the best interests of the community.

2.10. Conflict Resolution

If a conflict arises within the Group, the following process will be followed:

2.10.1. Addressing the Issue Informally:

- Members involved in the conflict are encouraged to address the issue directly and respectfully with one another to seek an informal resolution.

2.10.2. Facilitation by the Chairperson:

- If the conflict cannot be resolved informally, the Chairperson will mediate discussions between the parties to find a mutually acceptable solution.
- The Chairperson will ensure the discussion is conducted respectfully, focusing on the group's objectives.

2.10.3. Referral to the Director Community and Lifestyle:

- If the issue remains unresolved, it will be referred to the Director Community and Lifestyle for further mediation.
- The Director Community and Lifestyle will review the matter, facilitate discussions, and recommend a course of action.

2.10.4. Escalation to an external mediator:

- In cases where the conflict cannot be resolved through internal mediation, the issue may be escalated to an external mediator.

3. Strategic objective

The Access and Inclusion Group aligns with the following strategic objectives:

	People A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
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 Planet	Planet A natural environment that is highly valued, protected and enjoyed.
 Place	Place A liveable, sustainable and well-designed built environment that is accessible to all.
 Prosperity	Prosperity A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
 Performance	Performance A representative leadership that is future thinking, transparent and accountable.
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