

Access and Inclusion Reference Group

Terms of Reference: Core Reference Group

Name of Core Reference Group	Access and Inclusion Reference Group
Date of Formation	July 2021
Resolution Details	TBC
Strategic Reference	Community Plan - Making Lives Better Strategic Plan <ul style="list-style-type: none">- Know our communities and what they value- Support our communities to pursue and achieve their goals- Facilitate and/or deliver services to our communities Community Strategy Priority outcome <u>Accessible, Inclusive and Diverse</u> (We are a welcoming, accessible and inclusive community caring for all)
Responsible Officer	Community Development Officer - Access and Inclusion
Reference Group Review Date (if prior to next LG election)	October 2022 NOTE: All core reference groups will be subject to Council review and possible amendment or cessation after the Local Government elections and Council mandated review of its strategic plans (s. 70E Local Government Act 1993).

1.0 Principles

Core Reference Groups are committed to the following principles:

Community: Encouraging the development of a strong and inclusive community that advances access, equity, connections and participation in decision-making and shapes a better community for everyone.

Creativity: Encouraging diversity and creative expression in the community, nurturing innovation and always seeking opportunities for continuous improvement.

Sustainability: Ensuring that all decisions and future planning considers a balance of economic, environmental, cultural and social factors to enhance the quality of life in our local community.

Community engagement: Promoting ideas for actions, initiatives, events and programs that are authentic and fit the future vision and needs of our local Community.

2.0 Purpose

2.1 Purpose of Core Reference Group and Area of Focus¹

To actively contribute to the development of a welcoming, accessible and inclusive community, caring for all, as described in the priority outcome of the Community Strategy

2.2 Specific Terms of Reference ² (objectives) as approved by Council

Terms of reference 1

(a) To advise:

Provide advice to Glenorchy City Council on matters related to access and inclusion:

- policies and procedures
- Council initiatives and projects
- Council reports and plans

Terms of reference 2

(a) To promote and champion:

- the right of people with a disability to be treated in a manner that enhances dignity, independence and equity of service
- organisation of events celebrating the achievements of people with disability
- access concerns and ideas related to Council's roles and functions.

Terms of reference 3

(a) To educate (lived experience):

- the provision of Disability Awareness sessions to Council Officers and other identified groups

2.3 Extent of Authority

Unless otherwise explicitly stated in the Council resolution forming the Core Reference Group, the Group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.

¹ To be derived from the situation analysis and community assessment (profile of likely community stakeholders, assets and benefit)

² Detailed objectives to be addressed by this reference group

3.0 Membership

3.1 Composition

Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels, Council website, print media and posters.

- Staff (Committee's Officer and other relevant staff)
- 8-10 Core members (community, subject matter experts, representatives of key stakeholders, etc)
- Aldermanic representation (to enable Council to understand the views presented and provide insight into Council's strategic direction)

Who has overall control of the Group to direct its outcomes?

Community Development Officer (Committee's Officer)

Who has day to day management of the Group?

Community Development Officer (Committee's Officer)

Are communications a key role of this group?

No – invited as required.

3.2 Current Members

*Darren Frost
Simon Modrijan
David Smith
Chris Tunks
Pamela Sutton
Tim Monks
Aldermen Jan Dunsby and Aldermen Melissa Carlton
Community Development Officer - Chair*

3.3 Term of Appointment

Appointment will be invited for the term of the Council.

4.0 Meetings

4.1 Frequency

4 meetings a year.

Extra meetings can be called if the need arises.

4.2 Quorum

A minimum number of 50% of core members are required for meetings to proceed.

4.3 Meeting Procedures

- Meetings are conducted in accordance with GCC's Code of Conduct and also refer to 'What makes a good meeting' GCC guide.
- Meetings are to be held at an accessible room and space with the allowance for wheelchairs and hearing loops to be utilised.
- Auslan interpreters are to be provided upon request.
- GCC's accessible meeting procedures are to be followed.
- Meeting correspondence and documents are to be provided in alternate formats where possible and required.
- Meetings agendas and minutes must include apologies, confirm minutes of previous meeting and deal with each item of business separately.
- Agendas to the meeting are to be circulated to all members at least 3 days prior to the meeting.
- Items not on the Agenda may be brought up in general business.
- Access issues of an individual nature are to be identified and reported through Councils Customer Service and not through and Access and Inclusion Reference Group meetings.

4.4 Conflict Resolution

- The Reference Group is not a decision making group, however if a vote is required to seek the opinion of the group on a particular issue then the majority vote will be taken as the group's position. This may be done informally.
- While a collaborative approach to resolving issues and identifying opportunities of interest will always be preferred, overall responsibility for all decisions for Glenorchy City Council's adopted strategy and action plans strategy remains with the Council.
- It is acknowledged that parties will at times differ in their views and may agree to disagree. While every attempt will be made to reach common ground, this may not always be possible. In such cases, individual member views will be documented in the meeting notes subject to the approval of the relevant member(s).

4.5 Minutes

- Minutes of the meeting will be recorded by the Committee's Officer or a core member of the reference group.
- Minutes are required to be recorded in Councils minute template (see Appendix 1) however may be written in Easy English or plain text for accessible purposes where required.
- Draft minutes are to be circulated to all members within 10 working days of a meeting.
- Minutes, once adopted, will be placed on Councils website.

5.0 Reporting Requirements

5.1 Frequency of Reports

Meeting reports are written by the chair of the working group and provided to:

- the Manager Community as requested
- the General Manager on an annual basis or as requested

5.2 Content of Reports

The report, at a minimum, is to provide:

A one page report from the Chairperson of the Reference group summarising:

- attendance;
- the key outcomes of the year;
- any recommendations for the following year;
- an outline of how the outcomes have been communicated to internal stakeholders in the formulation of related strategies, frameworks and plans; and
- details of any budgetary requirements for the following financial year and reasons for each request.

Details of access projects completed within the financial year.


6.0 Other Information

N/A

7.0 Version History

Version	Date	Adoption	Amendments Made
1.0	30 August 2021	Council Meeting	Council approval of Reference Group creation and TOR

Appendix 1. Reference Group Minutes Template

(Name of group) MINUTES OF MEETING (DD Month YYYY)		 GLENORCHY CITY COUNCIL
Venue:	Time:	

In attendance:		Present	Apology	Absent
Chairperson		✓		
Members				
Staff				

Item		Action
1	Acknowledgement of Country	-
2	Minutes (approve / changes) and actions from previous meeting:	
3	Correspondence: 3.1 3.2 etc	
4	Business arising:	
5	Update on projects:	
6	Other Business:	
7	Agenda items for next meeting:	
Next Meeting:		