



TERMS OF REFERENCE

ACCESS AND INCLUSION WORKING GROUP

TERMS OF REFERENCE AND OPERATING GUIDELINES 2021 - 2023

NAME

Access and Inclusion Working Group

CATEGORY

Working Group

PURPOSE

To clearly establish the role and function of the Access and Inclusion Working Group.

The Access and Inclusion Working Group is to support Council to achieve the strategic objectives as outlined in the Devonport City Council's Strategic Plan.

The Working Group is to provide advice to Council on its key focus areas and action plan contained within the Disability Inclusion Plan 2020-2025.

FUNCTION

The Working Group will:

- Support Council staff achieve the objectives of the Disability Inclusion Plan 2020-2025
- Provide advice to Council on matters relating to persons with disabilities
- Provide advice on access and inclusion policy development
- Support efforts to attract funding and other resources in accordance with identified needs and strategic direction

MEMBERSHIP

The Access and Inclusion Working Group membership will comprise:

- Two (2) Councillors
- Stakeholders with knowledge and experience across the main categories of disability, that is, physical, sensory, psychiatric, neurological, cognitive, and intellectual impairment.

This includes up to:

- Four (4) Devonport residents with disability or their immediate carer/support person
- Four (4) members of recognised advocacy organisations representing Devonport residents

Council staff will facilitate meetings and support the working group as required.

WORKING WITH VULNERABLE PEOPLE

All group members are to have a current clearance and registration to work with Vulnerable People in Tasmania, so as to comply with the *Registration for Working with Vulnerable People Act 2013*.

MEETING FREQUENCY AND MEETING PLACE

The Working Group will generally meet bi-monthly. Meetings will generally be during business hours due to the requirement for staff attendance, at the paranapple centre, Devonport, unless otherwise determined by the Committee.

The Committee chair shall preside at each meeting and in their absence those members present shall choose an alternate chair.

The Committee may regulate its own proceedings.

The minutes will include the following:

- Attendance
- Apologies
- Declarations of interest
- A record of all actions and recommendations made by Committee

The minutes will be distributed to all members.

REPORTING REQUIREMENTS TO COUNCIL

Minutes and/or action list of the Access and Inclusion Working Group will be reported to Council.

DELEGATIONS

Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies, provided they act within the scope of their duties as a member of the Working Group.

Community members not associated with the organisation/corporate entity are classified by Council as a Volunteer and will be required to comply with Council's Volunteer Policy and Procedures when attending meetings or delivering agreed actions.

As a Volunteer, individuals will be automatically covered under Council's Public Liability and Indemnity Policies, providing they are attending meetings or delivering agreed actions.

Working Group members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.

RESPONSIBILITY

Responsible Manager

Community Services Manager

Document Controller

Community Services Administration and Project Officer

AUTHORISATION

Adoption of Terms of Reference

Adopted by Council on 27 September 2021

Terms of Reference Review

July 2023

DEFINITIONS

To assist in interpretation the following definitions shall apply:

"Working Group" shall mean Access and Inclusion Working Group.

"Council" shall mean Devonport City Council.