
FRASER COAST INCLUSIVE ACCESS ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Name

Fraser Coast Inclusive Access Advisory Committee (FCIAAC)

2. Purpose

The purpose of the Fraser Coast Inclusive Access Advisory Committee is to provide strategic advice on policy and practice issues to Council with such advice to assist Council in responding to the needs and aspirations of people of all abilities who live, work, study or visit our region.

3. Objectives

The objectives of the FCIAAC are:-

- a. Advocate for solutions to issues that impact on the life opportunities of people with all abilities;
- b. Participate in the development of Council's Disability Action Plan;
- c. Advise on "best practice" in universal access planning; and
- d. Assist the Fraser Coast Regional Council to become a leader in delivering infrastructure and services for people of all abilities.

4. Membership

The FCIAAC will consist of eight (8) community members comprising individuals with personal and/or professional experience and commitment improving equity of access in the Fraser Coast region.

Community membership should be representative, where possible, of the diversity of our community.

Council membership shall include up two (2) Councillors as appointed by Council, the Executive Manager Community & Culture and Manager Community Development & Engagement.

Council shall appoint the Chair (Councillor) and Deputy Chair (Community representative) prior to the first meeting of the Committee.

The spokesperson for the FCIAAC shall be the Chair.

5. Terms of Membership

- a. Community members will be appointed following a formal expression of interest process;
- b. Members will be appointed for a period of two (2) years;
- c. Members may seek re-appointment for a further two (2) year term;
- d. Any member who fails to advise of an absence of up to three (3) consecutive meetings, will be deemed to have resigned;
- e. Vacancies will be filled as soon as possible;

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- f. FCIAAC members may be required to undergo a Police and/or Working with Children check; and
 - g. The FCIAAC may seek expert knowledge from other sources and may invite other members of the community, representatives of other stakeholder groups, and council staff to attend one or more meetings to deal with specific issues. Guests will not have voting rights.

6. Roles & Responsibilities

Community members will be responsible for:-

- a. ensuring that they are aware of and accurately represent their respective stakeholder groups' views where applicable;
- b. ensuring that outcomes of the FCIAAC are conveyed accurately to the relevant stakeholder groups where applicable;
- c. ensuring that they do not participate in or try to influence discussion and recommendations on issues where they may have a material or personal interest.

Council members will be responsible for: -

- a. ensuring appropriate liaison with the various departments and other committees of Council;
- b. ensuring an appropriate level of involvement of relevant professional/technical staff at appropriate times and meetings;
- c. ensuring appropriate levels of administrative support;
- d. ensuring recommendations from the FCIAAC are reported to Council in an appropriate and timely manner;
- e. providing background information available through Council that is reasonably considered necessary to assist members to reach appropriate recommendations.

Members of the FCIAAC accept that some information may have a confidential status and consideration of confidentiality will be respected.

7. Reporting

The recommendations of the FCIAAC will be reported to the Council Ordinary Meeting as soon as is practical after each meeting of the Committee.

8. Review

The Committee will review their operation every two years to coincide with membership renewal and changeover.

9. Conduct of Meetings

The FCIAAC will meet quarterly, but frequency of meetings may be reviewed in relation to the tasks being undertaken.

Special meetings and workshops may be convened by the Chair as necessary to address particular issues.

Working Groups may be formed to undertake specific tasks or projects as required.

Minutes shall be kept and made available to Councillors.

Agenda Papers will be circulated to members not less than 7 days before each meeting.

FCIAAC members may submit items to the Chair for consideration by the FCIAAC as long as those items are in keeping with the Objectives and Scope of the FCIAAC. Agenda items must be received by the Chair at least 14 days prior to the meeting to allow inclusion on the agenda.