



Terms of Reference

Access and Inclusion (Disability)

Advisory Committee

ROLE

The Access and Inclusion (Disability) Advisory Committee is a committee of Goulburn Mulwaree Council.

The Committee was established to seek opportunities to improve access to Council facilities & services, to raise awareness of issues facing people with disability and to advocate for people with disability living in and visiting the Goulburn Mulwaree local government area.

ADVISORY FRAMEWORK

OBJECTIVE

The objective of the Access and Inclusion (Disability) Advisory Committee is to support the Council in reviewing and identifying current and future issues related to disability access and equity. This assistance will enable the Council to effectively plan for the diverse services, functions, and projects it undertakes.

AIM

The Committee aims to provide guidance and recommendations to ensure that individuals with disabilities have equitable access to services, facilities, and opportunities within the community. Key objectives include:

- Assist with the development, implementation and review of Goulburn Mulwaree Council's Access and Inclusion (Disability) Action Plan.
- To provide strategic, expert and impartial advice on the development, implementation, and review of the Goulburn Mulwaree's policies, strategies and plans to advance the inclusion of people with disability.
- Provide input to enhance inclusion and accessibility of Council's infrastructure, facilities, events, services, programs, systems and information for people with disabilities.
- Advise Council on matters relating to access and mobility issues with particular emphasis on issues for people with disabilities.
- Provide a forum for raising issues of concern to Council on the interests of people with disabilities.
- Strengthen partnerships and promote collaboration with disability service providers.
- Celebrate the achievements of people with a disability in the Goulburn Mulwaree LGA.

COMMUNITY MEMBERSHIP

The number of representatives on the Committee shall be no less than 3 and no more than 8 and be drawn from members of the community that have an interest or experience in the area of disability access and inclusion.

External expertise can be contracted on an as-required basis; however, they will not be considered a member.

COUNCIL MEMBERSHIP

The following make-up of Council Membership have been identified:

- The Committee will be chaired by a nominated Councillor, unless otherwise determined by the Committee.
- 2 Councillor Representatives
- Other Elected Goulburn Mulwaree Councillors are welcome to attend the meetings as non-voting members.

The Committee may also be attended by the following non-voting Council Officers:

- General Manager or a representative.
- Additional staff may be invited by the General Manager to attend when their area of work is relevant to the work of the Committee.

The committee will consist of and contain flexibility of membership to suitably respond to Council's identified priorities.

AUTHORITY

The Goulburn Mulwaree Council Access and Inclusion (Disability) Advisory Committee is a committee of Goulburn Mulwaree Council and is advisory in nature. Recommendations will be made by the Committee prior to being submitted to Council for consideration. Recommendations and advice will not be actioned until endorsed by Council at an Ordinary Meeting.

Further, the Committee:

- Must seek the approval of the Mayor or General Manager before inviting an external representative to attend meetings of, or otherwise participate in, the committee and/or any subsequent working groups.
- Must make recommendations to the full Council. The committee is not authorised to make or change budgets, programme or policy affecting the relevant areas.
- Can provide recommendations to the Chair on priorities and issues but cannot direct operational or day to day matters. These will remain the responsibility of the General Manager.
- Will work through the General Manager in respect to operational matters.
- Will operate in accordance with terms of reference and guidelines specified for the Access and Inclusion (Disability) Advisory Committee.
- Must keep minutes of their meetings.
- Must abide by Council's Code of Conduct and requirements of the *Local Government Act 1993*

DEALING WITH EMERGENT ISSUES

Issues which may emerge of an urgent and time-sensitive nature, will be dealt with through reference to Council's current policies and in consultation with the General Manager. All recommendations will be put through for the Council discussion prior to delivery.

FREQUENCY OF MEETING

The Access and Inclusion (Disability) Advisory Committee will meet a minimum of 3 times per year or as required.

Meetings are to be scheduled within Council business hours.

- Resolved by Council 18 March 2025 – Minute Number 2025/58 version 1
- Resolved by Council 20 May 2025 – Minute Number 2025/99 version 2

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