



# Inclusion Advisory Committee Terms of Reference

## 1. Intent

- 1.1 To advise Council on access and inclusion, where all people can participate fully in community life regardless of their age, ability or background.

## 2. Scope

- 2.1 The terms of reference apply to Councillors, committee members and staff of Tablelands Regional Council (TRC).

## 3. Powers of the committee

- 3.1 This committee is an advisory committee to Council under Section 264(b) of the *Local Government Regulation 2012*.
- 3.1 The [Advisory Committees Policy](#) applies to this advisory committee.

## 4. Purpose

- 4.1 Advise Council on the development and implementation of access and inclusion strategic priorities.
- 4.2 Advise on current trends and developments in the disability and aged sector for access and inclusion to improve Council operations.
- 4.3 Assist Council to prioritise the most important issues regarding access and inclusion.
- 4.4 To improve communication between Council, industry and persons in the community with lived experience.
- 4.5 Develop and advise on funding opportunities for programs or infrastructure that will assist in the delivery of accessible and inclusive Council and community services.
- 4.6 Develop and enhance community, business and organisational capacity to be inclusive and celebrate diversity.

## 5. Membership

- 5.1 Members must have a demonstrated commitment and understanding of lived experience, diversity and inclusion including people with disability and older people (over 65).
- 5.2 Members:

- 5.2.1 Secretary (TRC Officer) non-voting
- 5.2.2 TRC Councillor or their delegate (Chair)
- 5.2.3 Up to twelve community skills-based positions
- 5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend a meeting.

## 6. Committee term

- 6.1 The term of the committee is two years.
- 6.2 By Council resolution, the committee may be renewed with the same membership or expressions of interest called for positions.

## 7. Meetings

- 7.1 Meetings will be held every two months at a time and location that suits members.

## 8. Reporting

- 8.1 The committee, through the Council Officer, will provide a report to Council at the end of each financial year including actions and outcomes, and when recommendations require Council endorsement.

## 9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.

## 10. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

## 11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

**This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.**