

# QPRC



## QPRC ACCESS COMMITTEE TERMS OF REFERENCE

### 1. Background

At the Council meeting of 24 May 2017, Council adopted a Disability Inclusion Action Plan. One of the Key Actions identified in this Plan was to 'establish an Access Committee.'

The purpose of a QPRC Access Committee is to provide informed advice to Council on the development, implementation, monitoring and review of policy, strategies and plans to advance the accessibility of the area and the inclusion of people with disability.

### 2. Role

**The role of the committee is to:**

- Assist the Council to identify and remove barriers preventing the participation of people living with disability in the Queanbeyan-Palerang LGA.
- Identify issues of concern and impacts relating to people with disabilities living in Queanbeyan-Palerang.
- Provide advice to relevant sections of Council on matters of access and inclusion of people with disability.
- Advise and make recommendations to Council on matters relating to access for people with disabilities to Council facilities and services within the community.
- Input into the development of strategies, and the implementation and review of actions identified in QPRC's Disability Inclusion Action Plan 2022 - 2026.

### 3. Committee Operation

- The QPRC Access Committee is convened by Council's Manager Community & Recreation or delegated officer who will attend meetings as a resource person. The staff representative will be responsible for taking and distributing minutes, coordinating the agenda, inviting relevant Council officers to attend in relation to agenda items, arranging the meeting venue and refreshments and coordinating any assistance required by members to participate.
- Minutes of the Committee will be reported to Council for endorsement.
- Membership of the committee will consist of:
  - One Councillor who will act as Chair
  - People with disability living within the LGA
  - Family members of people with disability within the LGA
  - Representatives of a local agency providing services to people with disability within the LGA
- Relevant staff will attend meetings as deemed appropriate by the Manager

Community & Recreation to provide advice to assist with the Committee's deliberations.

- Membership of the committee will be determined every two years, with the exception of Councillor Representatives who will be appointed every September.
- Members are appointed in an individual capacity based on skills and experience and not as representative of a particular group.

#### **4. Selection of Committee Members**

Membership of the Committee will be by expression of interest via public advertisement. Applications will be asked to outline their lived and/or professional experience, interest, and expertise in relation to taking part in this committee.

Areas of interest or expertise may include:

- Built environment and urban planning including public domain, public amenities and services
- Information, media and communications
- Economic participation
- Housing
- Transport
- Arts and culture
- Recreation
- Civic participation
- Events and festivals
- Legislation underpinning access and inclusion (including the DDA and UN CRPD).

In addition, any skills and experience are also valued in areas such as:

- Strategic planning
- Change management
- Policy development (including disability policy reforms)
- Consultation
- Community education

#### **5. Meetings**

Meetings will be held on a quarterly basis.

A quorum for the meeting will be four.