



NOMINATION FORM
DISABILITY ACCESS ADVISORY GROUP
 Closing Date: 8 October 2009

Submission of Nominations	Nominations must be submitted by the closing date to: Shire of Murray, PO Box 21, PINJARRA WA 6208 or by email to mailbag@murray.wa.gov.au
Surname	
Given Names	
Home Address	
Email Address	
Contact Details	
Home:	
Work:	
Mobile:	
Occupation:	
Please address the following selection criteria (Attach additional sheet if required)	
Are you available to attend monthly / bi-monthly meetings?	YES / NO
What are your experiences, skills, attributes or qualifications to support the nomination?	
Please outline your demonstrated interest in the position?	
How will you represent the interests of the Murray community on this Committee?	
Please note that some Advisory Committees require people from particular sectors of the community with specific skills and interests. Please refer to the Terms of Reference and address as required.	
I hereby submit my nomination and declare that all information I have provided is true and correct.	
Nominee: Dated:/...../.....	

NOMINATION PROCESS:

Nominees are asked to complete the nomination form and email by COB Thursday 8 October, 2009 to mailbag@murray.wa.gov.au. Completed forms may also be faxed or posted. Late nominations will not be accepted. At the close of the nomination period a Selection Panel will meet and make recommendation to the next Council Meeting.



INFORMATION FOR NOMINEE

DISABILITY ACCESS ADVISORY COMMITTEE

PURPOSE:

Improving the quality of life of people with disabilities through collaboration and partnerships that reflect a whole of Council community and Governments approach.

TERM AND COMMENCEMENT:

The term of office on the day of appointment by Council and expires on the next ordinary local government election day i.e. third Saturday in October 2011.

MEETING DETAILS:

As per the Draft Terms of Reference

DRAFT TERMS OF REFERENCE:

See Attached

FOR FURTHER INFORMATION ABOUT THE ADVISORY COMMITTEE, PLEASE CALL:

Lisa Gardiner: Manager Community Services

Phone: 9531 7725 or email LisaG@murray.wa.gov.au

Draft Terms of Reference

Aims

The Shire of Murray Disability Access Advisory Committee aims to advise Council on the development, implementation, review and evaluation of the Disability Access and Inclusion Plan.

The Committee will provide recommendations to Council to ensure that disability issues are integrated into the core business of Council.

Objectives

Objective 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Objective 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.

Objective 3: People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Objective 4: People with disabilities receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Objective 5: People with disabilities have the same opportunities as other people to make complaints to a public authority.

Objective 6: People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.

Committee Structure

- ◆ Manager Community Services – Shire of Murray
- ◆ Manager Building Services – Shire of Murray
- ◆ Councillor or deputy
- ◆ Disability Services Commission Representative
- ◆ Manager Operations Centre – Shire of Murray
- ◆ Maximum of eight community members
- ◆ Other representatives as *invited* to attend.

Management

Presiding Member

The Presiding Member shall be elected by the committee bi-annually at the first meeting following the Council Elections.

Responsibilities of the Presiding Member include:

- Scheduling meetings and notifying committee members through the Secretary;
- Inviting specialists to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft minutes before distribution.

Minute Taker/Secretary

The role of the minute taker is to:

- Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
- Distribute the Agenda one week prior to the meeting;
- Take notes of proceedings and prepare minutes of the meetings;
- Distribute the minutes to all committee members one week after the meeting and be made available to all staff;
- Ensure the Presiding Member checks and approves the minutes prior to distribution to Committee members; and
- Has the minutes accepted by the Committee as a true and accurate record at the commencement of the next meeting.

Recommendations to Council

The Committee will make Recommendations to Council on matters pertaining to the Shire of Murray Disability Access and Inclusion Plan.

Quorum

A quorum will consist of 50% plus 1 of the committee members in attendance including the Council Elected representative or their delegate.

Meetings

Regular

Meetings shall be held regularly at a time and place as determined by the committee.

Special

Special Meetings may be called with the approval of the Presiding Member.

Deputations

The committee may invite any persons or organisations to attend any meetings but they will not have any voting powers for decisions made during the meeting.

Working parties

Working parties may be formed to work on a particular project/issue as identified by the committee. At least one member of the committee will be on the working party with other positions being filled by interested non-members. The committee member will feed back to the committee.

Resources

Administrative support to be provided by the Shire.

Term of Appointment

All terms of appointment shall be in accordance with the Shire of Murray Standing Orders.

Voting

At all meetings each voting member present is entitled to one vote and in the case of a tied vote the Presiding Member has the casting vote.

Amendments

The terms of reference shall be reviewed bi-annually from the date of approval. They may be altered to meet the current needs of the Committee, by agreement of the majority and the Shire of Murray.