

TERMS OF REFERENCE

BALRANALD STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE (SCAIWAC)

The Strengthening Community Access, Inclusion & Wellbeing Advisory Committee has the following terms of reference:

Terms of Reference

- i. Map and monitor provision of health, well-being and connection/inclusion services and programs for the community.
- ii. Plan and advocate regarding closing community service gaps and improving public access and amenity for all.
- iii. Support and promote community knowledge of, and access to, all available services.
- iv. Identify and promote inclusion of community diversity, events and programs which celebrate diversity.
- v. Develop an annual action plan to focus Advisory Committee priorities and actions.
- vi. Facilitate and assist in the operation of the Balranald Emergency Accommodation facility.

Membership

- 9 Community Representatives to be appointed by Council following a public expression of interest process.
- 2 Councillors
- No more than three staff nominated by the General Manager (Observers)

Support

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum

A majority of the membership must be present at the meeting or via audio-visual link for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation

No delegation.

Meeting Frequency

As required but no less than three times per year.

Voting

Recommendations are made by a majority vote of voting members at the meeting.

Meeting Minutes

Within one-month minutes are to be submitted to the General Manager to be reported to the next Council meeting for consideration.

Minutes may be approved “off-line” by an email to all members and with a majority of voting members agreeing in writing or via email that the minutes are a true and accurate record of the meeting.

Term of Membership

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.