1. **Establishment of the Ability Action Group (AAG)**
2. The Rural City of Murray Bridge (RCMB) has established the Ability Action Group (AAG) as a subcommittee of the Community Advisory Committee (CAC) pursuant to Section 41 of the Local Government Act 1999.
3. The subcommittee may be wound up at any time by the CAC via the Rural City of Murray Bridge Council.
4. The purpose of the AAG is to help shape decisions, projects and processes of Council through the Community Advisory Committee.
5. **Membership**

The AAG will consist of 6 members including:

* Two CAC members – including at least I community member who is not an Elected member
* RCMB Community Safety Wellbeing and Inclusion Officer, or their delegate
* Three people with lived experience of disability (including people with disability, carers, service providers, women, children, people of Aboriginal and Torres Strait Islander and culturally and linguistically diverse backgrounds).

1. Any member who fails to attend three meetings within a 12 month period without tendering an apology shall be deemed to have resigned their appointment.
2. Members will be appointed for a two year term, in keeping with the Community Advisory Committee terms of office. (It is desirable that at least 50% of the Committee continue to maintain a level of experience). Members will be appointed in consultation with CAC and Council and through a process of invitation.
3. Any member of the committee holds office at the pleasure of the Community Advisory Council and Council.
4. The prescribed number of members of the AAG constitutes a quorum of the AAG and no business can be transacted at a meeting unless a quorum is present. A quorum being, a number ascertained by dividing the total number of the members by two, ignoring any fraction and adding one.
5. The Chair of the AAG will be appointed by majority vote of the AAG from time to time.
6. If the Chair of the AAG is absent from a meeting, then a member of the AAG chosen from those present will preside at the meeting until the Chair is present.
7. The role of the Chair includes:
   1. Overseeing and facilitating the conduct of meetings
   2. Ensuring all AAG members have an opportunity to participate in discussions in an open and encouraging manner
8. **Notice and Frequency of meetings**
9. The Group shall meet at least four times per year for ordinary meetings to be held at appropriate venue agreed by the committee. Special meetings of the AAG may be called if required.
10. Notice of each ordinary meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the group and observers, no later than three days before the date of the meeting. Supporting papers shall be sent to AAG members (and to other attendees as appropriate) at the same time.
11. Minutes of meetings will be circulated to all members of the AAG. They will be used as the basis of regular reporting to CAC and Council.
12. **Role of the AAG**

The AAG is responsible for:

1. Fostering open channels of communication between the Community Advisory Committee, Council and the Community.
2. Provide advice to Council and the community on access and inclusion issues associated with new services, projects and buildings.
3. Help shape Council decisions, projects and processes (ie Sturt Reserve, building audits, streetscape upgrades and event planning)
4. Perform audits of Council services and facilities for compliance with the provisions of the Disability Discrimination Act.
5. Contribute to the implementation of a Disability Access and Inclusion Plan for the Rural City of Murray Bridge.
6. Raise community awareness of access and inclusion issues for consideration of Community Advisory Committee and Council.
7. **AAG Operational Procedures**
8. The AAG does not enjoy the delegation of any powers, functions and duties of the Council. All decisions of the AAG will, therefore, constitute only recommendations to the Community Advisory Committee and/or Council.
9. The Committee shall act at all times in strict accordance with relevant legislation (being the Local Government Act 1999 and associated regulations) and with written policies, guidelines and protocols of the Community Advisory Committee and Council which are relevant to the AAG in the performance of its functions.
10. All decisions of the AAG shall be made on the basis of a majority decision of the members present.
11. Pursuant to Section 41(8) of the Local Government Act 1999 all decisions of the AAG will be referred to Council through the Community Advisory Committee as recommendations of the AAG. The reporting of the decisions of the AAG to Council through the Community Advisory Committee in this manner is sufficient to satisfy the reporting and accountability requirements of the Council.