



Rural City of
Wangaratta

Inclusive Wangaratta Working Group

Review and Development of Inclusive Wangaratta Action Plan
Led by Community and Recreation



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1. Introduction

The Access and Inclusion Plan 2020-22 was endorsed by Council in 2020. The aim of the strategy is to increase accessibility and inclusion across the community. The existing plan is due for review, and the decision to widen the scope to reflect the goals of Inclusive Wangaratta was made in 2023.

The Working Group (WG) is responsible for providing advice and input to the development of Inclusive Wangaratta Action Plans. The WG is established to provide the Council with an initial forum to engage stakeholders and discuss the development and direction of the plan, and subsequent action plans.

2. Scope

The *Inclusive Wangaratta* WG is:

- To provide advice based on lived experience around the review of Inclusive Wangaratta Plan, and the development of the new action plan. The WG also plays an important role in future stakeholder engagement. The WG enables the project to have a forum where people in the community with lived experience are represented and have consistent and documented input into the plan objectives, functions and outputs.

3. Governance

Project Personnel

- **Project Sponsor – Director Community and Infrastructure (Marcus Goonan)**
 - Ultimately accountable and responsible for the delivery of the project in the required timeframes
 - Providing effective oversight and guidance on the ongoing identification of risks and associated treatment options and ongoing risk management activities
 - Ultimate accountability for the realisation of outcomes
- **Project Unit Manager – Manager Community Services (Ben Thomas)**
 - Responsible for providing strategic direction and advice
 - Providing guidance on the identification and engagement of stakeholders
- **Project Manager – Community and Recreation Coordinator (Denise Pirko)**
 - Responsible for supervising the day-to-day operations of the project
 - Responsible for delivering the projects intended objectives and outcomes, project scope, deliverables and realisation of outcomes/benefits



- Coordination and management of the project team
- Management of stakeholders

4. Function of the Working Group

4.1 Role of the WG

The Working Group is responsible for:

- Providing a voice for lived experience of Diversity, Access and Inclusion to Council in reference to the development of the Inclusive Wangaratta Plan and its Action Plans
- Discussion and advice on project deliverables related to the Inclusive Wangaratta Plan and its Action Plans
- Providing guidance on the identification and engagement of stakeholders

Membership will be advertised publicly. Membership should be based on individuals' specialist knowledge, their ability to represent stakeholders' interests, and to help resolve issues the project may face. Members having lived experience of Diversity, Access and Inclusion Issues is strongly preferred.

Additionally, the Sponsor may wish to include Independent Members or other Council representatives on the Working Group. An Independent member may be selected to provide input on the projects quality, control and add value to decision making through sharing their wealth of experience and involvement in historical business and project decision making and processes within the Department but external to the Business Unit, or a Subject Matter Expert who is external to the department. Independent members may be selected to provide additional expertise to the project that will benefit in the assurance of quality and control through their wealth of experience or historical knowledge that can be shared for informed decision making.

4.2 Working Group Chair

The WG Chair is Project Manager. If the Chair is unable to attend a meeting, a chair from the project team will be nominated. The responsibilities of the WG Chair are to:

- develop meeting agendas and chair Steering Committee meetings
- report to and advise Council and Governance members on project progress and any issues as required.

4.3 Working Group members

The role of individual Inclusive Wangaratta Working Group members is to:

- endorse the PCG Terms of Reference
- raise any risks or concerns with the Chair
- review and analyse any recommendations or options put forward by the project team
- provide advice and direction to the project team as required
- escalate, as appropriate, any matter requiring Steering Committee consideration and endorsement



5. Administrative arrangements

This section outlines the WG decision-making process, frequency of meetings, requirements for agendas, minutes and papers requiring decisions, and rules for proxies.

5.1 Decision-making process

The WG will not have decision making powers, but can make recommendations and provide advice to the chair. Recommendations will not be binding, but will be used to inform the development of the Inclusive Wangaratta Plan.

5.2 Proxies

Members of the WG can send proxies to meetings. Proxies are entitled to participate in discussion.

5.3 Meetings

5.3.1 Agendas, minutes and reporting

A package will be sent, typically electronically, to members five business days before each WG meeting. This will include:

- the date, venue and agenda for the upcoming meeting
- the minutes of the previous meeting
- a progress report for the project
- any other documents/information to be considered at the meeting.

5.3.2 Reporting between meetings

The Project Manager will complete a Project Status Report on a monthly basis which will be made available to all WG members, attendees and observers.

5.3.3 Secretariat

Community and Recreation provides secretariat services for the meetings, including:

- ensuring meeting records and minutes are properly recorded and distributed in a timely manner
- circulating agendas and packages at least five business days before the meeting
- circulating draft minutes to members within five business days after a meeting
- scheduling meetings and arranging facilities
- performing other duties, as delegated by the members.



6. Document information

Document details

Criteria	Details
TRIM ID:	TBC – Currently in Sharepoint
Document title:	Working Group – Terms of Reference
Document owner:	Community and Recreation

Version control

Version	Date	Description	Author
1.0	15/03/2023	Draft	Project Implementation Team

Acronyms	Description
RCoW	Rural City Of Wangaratta
WG	Working Group