

Terms of Reference: Disability Inclusion and Access Advisory Committee

PREAMBLE

1. THE VISION

To provide advice and work collaboratively with Coffs Harbour City Council in the development and implementation of strategies which aim to ensure that the City of Coffs Harbour is an inclusive and accessible city for people with a disability now and into the future.

2. SCOPE/ROLE

The role of the DIACC is to:

- Provide advice to Coffs Harbour City Council on issues of inclusion and access
- Identify community needs in relation to inclusion and access and provide feedback on these needs to Council.
- Raise the profile of those groups in our community who are disadvantaged in relation to inclusion and access.
- Promote and support the integration of the Disability Inclusion Action Plan
- Improving public knowledge and awareness in relation to inclusion and access.

3. DELEGATIONS

The Committee has no delegations from Council.

4. COMPOSITION OF THE COMMITTEE

- 1 x CHCC Councillor
- 4 x individuals from relevant disability organisations
- 7 x community members with disabilities, who will represent people with a disability including individuals with physical, sensory, intellectual, psychiatric and/or other health and aging related disabilities.

Individuals will not be appointed as representatives of any organisation, but in their own right as professionals in the sector.

Members will be selected based on:

1. The depth and range of their experience and/or expertise in one or more of the categories above
2. Their community involvement in Coffs Harbour, knowledge of the local region and experience in other communities.

New applicants to the Committee will be required to attend a meeting as a guest before a decision will be made on their application to join the Committee. Selection will be made so that the group as a whole will have the best range and depth of expertise.

If any member of the DIAAC is absent for three consecutive meetings, without explanation, such member shall be contacted to determine whether they wish to continue their appointment and based on their response a decision made by the DIAAC as to what action should be taken.

If a member tables apologies for an extended period of time (more than 5 consecutive meetings) they will be asked to vacate the position if they cannot provide an adequate reason for the vacancy. (This does not apply where a member has been granted a leave of absence for personal reasons such as sickness, study, etc. and wants to maintain their position on the DIAAC.)

5. MEETINGS OF THE COMMITTEE

The meetings shall be held monthly or more often if deemed by DIAAC members.

A quorum of members is required at all meetings and shall be 50% plus 1 of all voting members. If a quorum cannot be made the meeting can proceed as "General Discussion" forum but no resolutions can be moved or passed.

Coffs Harbour City Council will provide a secretariat for DIAAC meetings.

6. OFFICE BEARERS

- The Chairperson
- The Deputy Chairperson
- Secretary

The Executive Officer positions shall consist of a Chairperson and Deputy Chairperson. Election of Officers shall be at the discretion of the DIAAC by majority vote. The Executive Officers' positions shall be rotated every twelve months, with the deputy chair taking up the position of chair and a new deputy chair elected by the DIAAC. In the event that an Executive Officer retires or resigns their replacement shall be by a majority vote of the DIAAC.

The role of the Chairperson includes:

- a) Discussing agenda items ahead of the meeting with Council's Support Officer
- b) Remaining objective and supporting the rights of all members to participate
- c) Attending activities and functions on behalf of the DIAAC when required; and
- d) Positively representing the DIAAC within the community

The role of the Deputy Chair is to undertake the role of the Chairperson as stated above in their absence.

7. TERM OF OFFICE

The Committee will serve a term of four (4) years from October 2016.

A structural review of the Committee will take place in June 2020.

Council reserves the right to dissolve the Committee at any time by a resolution of Council.

8. SUB-COMMITTEE(S)

Sub-committees may be formed at the direction of the Committee to provide advice and/or direction on the specific matters.

The sub-committee shall only deal with business specifically referred to it by the DIAAC and shall be formed on a short term basis for the completion of the task assigned. All sub-committees shall take minutes of all their meetings. These minutes must be referred to a meeting of the full DIAAC for their information and approval. No recommendation of a sub-committee will be valid unless it is endorsed by the DIAAC and approved by Council.

Any sub-committees will be chaired by a member of the full DIAAC and must involve at least three other persons. The sub-committee may include external experts and their specific delegations are to be minuted.

9. EXPENDITURE

N/A

10. RECORD KEEPING

1. Agenda and minutes from the previous meeting will be circulated to members at least 3 days prior to the meeting.
2. Members must declare in writing any interest in any report tabled at the meeting.
3. Copies of the minutes are to be provided to Council within 7 days of each meeting.

11. RULES, REGULATIONS AND PROCEDURES

Members of the DIACC will be required to sign a Coffs Harbour City Council Confidentiality Agreement and are bound by Council's Code of Conduct.

12. MEDIA AND SPOKESPERSONS

All media activities, releases and commentary will be undertaken by Council staff in accordance with the Council Media Policy.

Members of the DIACC are not authorised to speak with media regarding the DIACC or the actions of Council unless otherwise approved by Council.