

Terms of Reference: Disability Inclusion and Access Advisory Committee

1. Purpose and/or Objectives

The purpose of the Disability Inclusion and Access Advisory Committee is to:

- a) Provide advice to Coffs Harbour City Council on issues of inclusion and access
- b) Build respectful ongoing, productive and constructive working relationships between Council and people with a disability within the Local Government Area
- c) Identify community needs in relation to inclusion and access and provide feedback on these needs as they relate to Council business and responsibilities.
- d) Raise the profile of those groups in our community who are disadvantaged in relation to inclusion and access.
- e) Promote and support the integration of the Disability Inclusion Action Plan
- f) Improve public knowledge and awareness in relation to inclusion and access.
- g) Report back to individuals, organisations and networks on Council's role, responsibilities and decisions relating to people with a disability.
- h) Work with Council to develop and promote appropriate celebrations such as International Day of People with Disability.

The Disability Inclusion and Access Advisory Committee's objective is 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

The scope of the Disability Inclusion and Access Advisory Committee covers disability inclusion and access related issues within the context of Council's Disability Inclusion Action Plan within the Coffs Harbour LGA.

3. Meeting Arrangements

The Disability Inclusion and Access Advisory Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

Generally, the Disability Inclusion and Access Advisory Committee meets monthly at 10:00am first Friday of the Month.

4. Committee Composition

The Disability Inclusion and Access Advisory Committee membership consists of the following:

- a) One Councillor representative
- b) Eight Community Member representatives
- c) Four Community Organisation representatives

A Council support staff member will be provided to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

The Disability Inclusion and Access Advisory Committee will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

The term of office for the Chairperson and Deputy Chairperson shall be twelve months (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Disability Inclusion and Access Advisory Committee.

The role of the Chairperson is detailed in the Council Committee Handbook.

5. Length of Appointment

The committee members will serve a term of four (4) years, and can renominate.

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

6. Delegations and Expenditure

The Disability Inclusion and Access Advisory Committee does not have any delegations

7. Policy and Procedural requirements

All members of the Disability Inclusion and Access Advisory Committee must, in all circumstances abide by the following:

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) Disability Inclusion and Access Advisory Committee Terms of Reference

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.