

# Terms of Reference

**Committee:** Disability Access & Inclusion Plan  
Reference Group

**Responsible Directorate:** Community and Commercial Services    **Version:** October 2021

## 1. INTRODUCTION

- 1.1. The Disability Access & Inclusion Plan Reference Group (DAIP Reference Group) was formed to achieve the outcomes outlined in the Disability Access & Inclusion Plan (DAIP) developed in accordance with the *Disability Services Act 1993*.

## 2. OBJECTIVE

- 2.1 The objectives of the DAIP Reference Group are to:
  - a. Facilitate through partnership with the City and the community a planned approach to improvement of the City's services and facilities for people with disabilities, in terms of physical access and inclusion at a participatory and service level.
  - b. Provide technical/working advice relating to the implementation of the DAIP, including seeking access to funding opportunities.
  - c. Provide community and agency feedback relating to the implementation of the DAIP.
  - d. Contribute to the preparation and review of the DAIP Implementation Plan, including the development of project proposals.
  - e. Contribute to the review and reporting of the DAIP.

## 3. MEMBERSHIP

- 3.1. One elected member and one deputy elected member appointed for a 2 year term, following every ordinary election of Council.
- 3.2. Up to three community members who have relevant interest and experience. Community membership will be reviewed every 2 years, with recommendations made to the CEO by the Manager Community and Recreation Services.
- 3.3. Up to three community agencies who have relevant interest and experience. Agency membership will be reviewed every 2 years, with recommendations made to the CEO by the Manager Community and Recreation Services.
- 3.4. Four staff members, one from each directorate.
- 3.5. Additional City staff and / or guests may be invited to attend as required by the Chair or Facilitator.

#### 4. CHAIR

- 4.1. The DAIP Reference Group shall be chaired by the appointed elected member representative. The role of the Chair is to convene DAIP Reference Group meetings as per the agreed meeting schedule and manage and facilitate participation and discussion.

#### 5. MEETINGS

- 5.1. The DAIP Reference Group will meet twice per month, commencing in February, each year. The meeting schedule will be agreed upon by the DAIP Reference Group at the first meeting in February each year.
- 5.2. The DAIP Reference Group will be facilitated by the City's Community Development Officer. The role of the Facilitator is to arrange and resource meetings as per an agreed meeting schedule, and record and distribute agendas and minutes of each meeting.
- 5.3. Agendas for the meetings will be provided to members of the Reference Group at least 14 days prior to the meeting.
- 5.4. Minutes of the meetings will be distributed within 14 days of the meeting. Minutes shall record the outcomes of discussions, but not the content of those discussions.
- 5.5. Where consensus on a particular matter is achieved at a meeting, City officers where delegated, authorised or otherwise empowered to do so, shall take the necessary steps to ensure that the consensus position on a particular matter is implemented.
- 5.6. 'Consensus' means 'general agreement', it is not necessarily achieved through a simple majority 'vote' and nor does it necessarily require unanimity. Judgement as to whether consensus has been achieved should not usually involve any kind of 'voting' procedure or similar. A judgment that consensus has been achieved on a particular matter pursuant to clause 5.5 will require both the Presiding Member at the meeting and the Facilitator to be of the view that there is general agreement.

#### 6. EVALUATION OF REFERENCE GROUP'S EFFECTIVENESS

- 6.1. At the meeting of the DAIP Reference Group prior to the ordinary Council elections, the Reference Group shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:
- Are the Reference Group's purpose and objectives being met?
  - Should the purpose and objectives be amended?
  - Is the Reference Group functioning effectively and as per the actions/outcomes of the Disability and Action Inclusion Plan?
  - Are the Reference Group members regularly attending meetings?
  - Review these Terms of Reference, including membership.

#### 7. APPROVAL

<b>Reference Group Review</b>	<b>DATE</b>	13/12/2021 (pending)	<b>Adopted TOR</b>	<b>DATE</b>	
<b>Previous Review</b>	<b>DATE</b>	09/08/2021	<b>Adopted TOR</b>	<b>DATE</b>	09/08/2021