Terms of Reference

Committee: Disability Access and Inclusion Plan Reference Group

Responsible Directorate: Community Planning **Version: September 2025**

1. INTRODUCTION

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

2. OBJECTIVE

2.1 The objectives of the Disability Access and Inclusion Plan 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 to all community members, including people with disability, in terms of 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. Two elected members and one deputy elected member appointed for a 2-year term, following every ordinary election of Council.

3.2. Up to ten community members with lived experience of disability. Community membership will be reviewed every 2 years, with recommendations made to the CEO by the Manager Community and Recreation.

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.

3.4. Four employees, one from each directorate.

3.5. Additional City employees and / or guests may be invited to attend as required by the Chair or Facilitator.

4. CHAIR

4.1. The Disability Access and Inclusion Plan Reference Group will appoint member to the role of Chair. The role of the Chair is to preside over meetings and manage and facilitate participation and discussion.

5. MEETINGS

5.1. The Disability Access and Inclusion Plan Reference Group will meet bi-monthly, commencing in February, each year. The meeting schedule will be agreed upon by the Disability Access and Inclusion Plan Reference Group at the first meeting in February each year.

5.2. The Disability Access and Inclusion Plan 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 Disability Access and Inclusion Plan Reference Group at least 7 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 employees, where delegated, authorised or otherwise empowered to do so, will 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 a meeting of the Council prior to the ordinary Council elections, officers will present for the Council's consideration, a review as to the Reference Groups effectiveness and ongoing relevance of the Reference Group.

7. APPROVAL

Reference Group Review	**DATE**	08/08/2025	**Adopted TOR**	**DATE**	15/09/2025
Reference Group Review	**DATE**	12/02/2024	**Adopted TOR**	**DATE**	12/02/2024