

# DISABILITY INCLUSION ACCESS Reference Group Terms of Reference

ToR No: SVC-TofR-025-02

In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.

## 1. NAME

The name of the Committee is the Disability Inclusion Access Reference Group (DIARG).

The Disability Inclusion Access Reference Group is an Advisory committee to Snowy Valleys Council.

## 2. STATUS

The Disability Inclusion Access Reference Group does not have executive power or authority to direct staff, nor does it enjoy the delegation of any powers, functions or duties of Council.

## 3. DELEGATION

All decisions of the Committee will constitute recommendations to the Council and other major stakeholders where relevant.

## 2. PURPOSE

The purpose of the committee is to:

- Provide feedback to Council on the actions prescribed in the Disability Inclusion Action Plan (DIAP)
- Provide appropriate advice and recommendations on key strategic matters in accordance with Council's DIAP
- Assist and encourage the enhancement of services, facilities and activities within the Local Government Area with consideration of persons who have a disability.
- Partner with organisations and community members to assist in the delivery of Councils DIAP

## 3. OBJECTIVES OF THE COMMITTEE

The Disability Inclusion Access Reference Group is an advisory committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Delivery Program, Resourcing Strategy and Disability Inclusion Action Plan. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Disability Inclusion Access Reference Group shall provide feedback on promoting an inclusive community through positive behaviours and attitudes, that are presented in Disability Inclusion Access Reference Group reports.

#### **4. MANAGEMENT AND OPERATION OF THE COMMITTEE**

##### **a) MEETINGS**

Meetings will be held Bimonthly at locations within the Local Government Area of Snowy Valleys Council. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

##### **b) MEMBERSHIP**

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative. Membership should be representative of all communities within the Local Government Area.

##### **c) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year. In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

##### **d) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

##### **e) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

##### **f) QUORUM**

A quorum of members must be present for each meeting and shall be half-plus-one (more than 50%) of appointed voting members. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting members present can determine whether they would like to continue with the meeting as an Inquorate Discussion. In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

##### **g) ATTENDANCE OF NON-MEMBERS**

All residents and rate payers of the Local Government Area can attend meetings of the committee.

## **h) MEDIA COMMENT AND CONFIDENTIALITY**

The Committee must not make comments to the media on any other matter without approval, which is obtained through the nominated staff delegate.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

## **i) GENERAL OPERATIONS**

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition to the manual and policy all members must abide by Council's Code of Conduct.

## **j) WORKING GROUPS**

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee.

## **5. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

## **6. ASSOCIATED DOCUMENTS**

Council Committees Policy - SVC-GOV-PO-110

Council Committees Operation Manual - SVC-GOV-Gdl-028

Council Code Of Conduct - SVC-RP-STY-001

Strategic Asset Management Plan

Council Resourcing Strategy

Delivery Program

## **7. HISTORY TABLE**

<b>Version No</b>	<b>Approval Date</b>	<b>Resolution Number</b>	<b>Date to be Reviewed</b>
1.0	24 October 2019	M331/19	
2.0	08 December 2022	M355/22	