

DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory Panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC panel members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all panel members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the panel into contempt
- Members will allow other members to put their views without interruption

2. Aim

The Dubbo Regional Council Disability Access and Inclusion Advisory Committee serves as an advisory resource and information support group to the Council.

3. Purpose

1. To periodically review Council's Disability Inclusion Action Plan when required.
2. To provide advice on the potential solutions to issues raised in Council's Disability Inclusion Action Plan.
3. To encourage public consultation in initiatives designed to achieve the objectives of the Council as defined in the Disability Inclusion Action Plan.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

5. Positions

Membership will comprise of:

- Three Councillors
- Director Community Culture and Places (or delegate)
- Manager Community Services
- Community Development Officer, Seniors & People with Disability
- Manager Infrastructure Strategy and Design (or delegate)
- Community members as determined by the selection panel after an expression of interest process.

The Chair will be the Councillor Representative.

The minute taker will be a representative from the Community, Culture & Places division.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with Governance
- Confirming agenda items and preparing reports

- Taking minutes using the dummy minutes proforma created by Governance, and returning to Governance within three business days of the meeting
- All matters to do with nomination, selection and replacement of panel members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Community Culture & Places. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- Contributions to the Community Strategic Plan 2040
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly or as required for consideration of matters brought by the CEO.

9. Outcomes

A minimum of three community/industry representatives is required to attend each meeting to achieve quorum, as well as a majority of Councillor representatives.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologises
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff

5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the panel, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of panel members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Community Culture and Places.

Committee members will not speak publicly on behalf of the panel without the express direction of the Director Community, Culture and Places.

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels and Committees must also abide by Council's Code of Conduct.