

Disability Access Working Group

TERMS OF REFERENCE

1. Name of Committee

Disability Access Working Group more informally known as “DAWG”.

2. Purpose

The purpose of the Disability Access Working Group is to guide, monitor and evaluate the development and implementation of the Disability Inclusion Action Plan. The working group will also provide strategic advice to the Council on access issues to ensure a future Tamworth will offer an enhanced quality of life and prosperity for people with disability in alignment with Council’s Blueprint 100 vision.

3. Objectives / Roles / Expectations

- 3.1. To support the development, review and implementation of the Disability Inclusion Action Plan to promote and encourage access improvements;
- 3.2. To widely consult with the regional community regarding access issues;
- 3.3. To reflect the views and concerns of the community in the development of access improvements;
- 3.4. To monitor compliance with all legislation that affects people with a disability within our region including but not limited to the Australia Standards for Access and Mobility, Disability (Access to Premises) Standards 2010 and the *Disability Discrimination Act 1992*; and
- 3.5. To liaise with all Directorates of Tamworth Regional Council to ensure people with disability have access to facilities and services that enable them to fully participate in the community.

4. Composition/Membership

The Disability Access Working Group will have the following core membership:-

- Tamworth Regional Council – a minimum of one (1) Councillor and an alternate representative;
- Up to ten (10) community members from a diverse range of disability backgrounds including disability sector workers, disability transport workers and people with lived experience of disability;
- Director Liveable Communities;
- Manager Cultural and Community Services and/or Team Leader Inclusive Community;
- Senior Building Inspector; and
- Other Council staff may be consulted in an advisory capacity to the Working Group where they hold access related responsibilities such as traffic management, parks and gardens, event management and tourism.

4.1 Community Members will be appointed through an Expression of Interest process on a biennial basis. Community members will be selected for the skills and experience they bring to the working group. A panel made up of:

- one (1) Councillor,
- Director Liveable Communities;
- Manager Cultural and Community Services; and
- Team leader Inclusive Community

will make recommendations for appointment and refer these to an Ordinary Meeting of Council for consideration and adoption.

5. Operations of the Working Group

5.1. Chairperson: The Disability Access Working Group will be chaired by an elected Councillor of Tamworth Regional Council to be determined at the first DAWG meeting following the appointment of the new term of Council.

5.2 Quorum: A quorum shall be a minimum of five (5) community members plus one (1) Councillor.

5.3 Frequency of Meetings: The Disability Access Working Group will meet quarterly for a scheduled two-hour meeting. If a meeting is cancelled due to lack of quorum, the agenda items will be carried over to the next scheduled meeting.

5.4 Attendance at Meetings: Attendance at meetings is expected from all Members. During a period of twelve months, an unexcused absence of more than three (3) occasions may be deemed a reason for dismissal unless reasonable explanation is provided.

5.5 Notice of Meetings: Business Support will email the Disability Access Working Group Annual Dates for all meetings for the calendar year. They will also send out a reminder two (2) weeks prior to the schedule meeting date. The notice can be provided by telephone, email, SMS or post.

5.6 Agenda Items: Agenda items for the next meeting are to be received within ten (10) days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to members with the Notice of Meeting. Items outside of the Agenda can be raised during 'General Business'.

5.7 Meeting Venue: Council shall provide suitable facilities for the conduct of the meetings of the Group.

5.8 Business Support: Council shall provide administrative support to the Working Group, and professional advice/input where required. Business Support will collate the minutes of each meeting and circulate within a timely manner. Minutes of the Meeting will incorporate an attendance register, noting any apologies or absences and an outcome of the recommendations put forward in the agenda. Minutes of the previous meeting must be confirmed at the next meeting of the Working Group.

6. Reporting Requirements / Council support

The Working Group will be authorised to co-opt members on the basis of their relevant expertise to assist with specialist knowledge and support of the working group.

The Working Group will have no delegated authority from the Council to make decisions binding the Council and will submit reports to the Council under the Management Accountability of Director Liveable Communities incorporating, but not limited to:

- Meeting minutes;
- Annual Report detailing the implementation of the Disability Action Plan; and
- Specialist reports on access as required by the Council.

7. Media

The Chairperson, the Director Liveable Communities and Manager Cultural and Community Services are authorised to represent and speak on behalf of the Group in any media discussions.

8. Confidentiality

Confidentiality is to be maintained by all members of the Group. Discussions occurring within the Group shall be treated as confidential until the minutes are reported to Council or as agreed for release to the media.

9. Review Period

The Terms of Reference is to be reviewed at least once in each four-year period.