



Terms of Reference for:

Central Coast Council
Access and Inclusion Reference Group

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A Purpose

As part of Council's ongoing commitment to increase participation and inclusion of people with a disability in all aspects of community life, the Access and Inclusion Reference Group helps guide Council on the implementation of its Disability Inclusion Action Plan.

Members who make up the group include a broad range of people from the community with a lived experience of disability, and those representing organisations, community and advocacy with expertise delivering services in the sector.

The Central Coast Council Disability Inclusion Action Plan sets out actions that Council will continue to deliver to enable people with a disability to better access mainstream services, facilities, information, programs and activities as well as increased employed opportunities. All local government Disability Inclusion Action Plans have four Strategic Focus Areas set out in the Local Government NSW Disability Inclusion Action Planning Guidelines. All actions set out in the Plan are grouped under these Focus Areas which include:

- Attitudes and Behaviours
- Liveable Communities
- Employment
- Systems and Processes

B Responsibility

The Central Coast Council Access and Inclusion Reference Group is responsible for:

- B1 Guiding Council on the implementation of the Disability Inclusion Action Plan.
- B2 Advising and assisting Central Coast Council on effective methods and channels of accessible communication and engagement with local people with a disability, their carers and families ,relevant service providers and advocacy groups to ensure implementation of the Disability Inclusion Action Plan reflects community needs.
- B4 Assisting Council in identifying the role of external organisations and the services they provide to people with a disability.
- B5 Providing information and recommendations on potential partnerships and collaborative opportunities within the broader community to assist in the implementation of the actions.
- B6 Ensuring representation of people with disabilities through ongoing community consultation and engagement.
- B7 Providing informed recommendations and insights on best practice within and beyond the broader region on how to improve accessibility and inclusion for people with a disability on the Central Coast.

C Membership

- C1 Representatives will be selected by Council, on a merit basis, as a result of an expression of interest process.

- C2 Relevant Central Coast Council staff will be members of the Reference Group.
- C3 Sub working groups made up of members of the Reference Group may be established to address specific issues/actions between sessions and working groups will report to the Access and Inclusion Reference Group.
- C4 The Reference Group membership will be renewed every 12-18 months to provide the opportunity for other interested members of the community the opportunity to represent on the Group.
- C5 New members will be recruited through an Expression of Interest process

D Attendance

- D1 The Reference Group meetings are not open to the public. Addressing or attending meetings by interested persons is at the discretion of the Reference Group Meeting Convener.
- D2 Reference Group members are expected to attend all meetings where possible.
- D3 Where a member fails to attend 3 consecutive meetings , a replacement member can be sought.
- D4 Any support workers attending with a member of the Reference Group do so solely in the capacity of their job role to support their client to attend the meeting and NOT as an active participant of the meeting.
- D5 Members representing an organisation can send someone to represent them from the same organisation in their absence. This does not apply to individual members.

E Reference Group Convenor

- E1 A Reference Group Convenor shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Reference Group.
- E2 The Convenor shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from external relevant stakeholders.
- E3 The Convenor has the right to refuse a request from an external stakeholder or member of the group wanting to formally to address the Reference Group if it is deemed inappropriate.
- E4 The Convenor must ensure the meeting venue or online platform is accessible and all information about the meeting and documentation can be easily accessed, translated and understood by all meeting participants.
- E5 The administration of the Reference Group shall be undertaken by the Reference Group Convenor.

F Chairperson

- F1 The Chairperson of the Reference Group will be a Council staff member.

- F2 The Chairperson is to have precedence at the meeting and shall determine the order of proceedings generally as set by the agenda.
- F3 In the absence of the Chairperson, the Reference Group Convenor shall Chair the meeting.

G Voting

- G1 The Reference Group has an advisory role only. Its recommendations are made by consensus and no recommendation is deemed to be a decision of Council.

H Quorum

- H1 The Reference Group does not require a quorum to hold a meeting.
- H2 The Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient members at the meeting.

I Meeting Schedule

- I1 The Reference Group shall meet quarterly in March, June, September and December
- I2 The Reference Group will meet at a suitable centrally located accessible venue and offer an online platform for extenuating circumstances.

J Agenda

- J1 The Agenda shall be set by the Reference Group Convenor and include enough detail to enable matters to be considered at the meeting.
- J2 The Agenda shall be distributed at least 5 days prior to the meeting.

K Minutes and Reporting

- K1 Minutes will be taken for all meetings of the Reference Group and distributed to all members.
- K2 Minutes of the meeting shall be forwarded to the Central Coast Council Section Manager Community Development for review and approval for distribution.
- K3 Minutes of the meeting shall be recorded in Central Coast Council information management database.

M Code of Conduct

- M1 All Reference Group Members are required to comply with Central Coast Council Policies including Code of Conduct and Code of Meeting Practice.
- M2 Members must respect and appreciate each other's perspectives and to seek beneficial outcomes aligned to the overall intent of the Disability Inclusion Action Plan.
- M3 Members must in their representation on the Reference Group, and in keeping with the spirit and nature of its intent to be consultative and collaborative, interact with the other members as well as Council staff in an open, positive and co-operative way.
- M4 All members of the group attend to represent the needs, aspirations of, and benefit to, the broader community and not their own personal agenda.

N Cessation of Reference Group

- N1 Council may at its discretion cease operation of the Reference Group.
- N2 Council will provide adequate notice in writing of cessation of the Group