DISABILITY INCLUSION ADVISORY GROUP (DIAG)
TERMS OF REFERENCE

1. Role

The Disability Inclusion Advisory Group (group) will provide community representation to Lismore City Council (Council) that is strategic, impartial and based on experience to improve the lives of people with a disability who are living, working, playing and visiting the Lismore local government area relating to:

- the objectives in the Community Strategic Plan concerning disability access and inclusion
- the development of any Disability Inclusion Action Plans

2. Membership

The group consists of:

- minimum of 2 and a maximum of 4 councillors, (one to be elected by the group to preside as Chairperson)
- 11 community members

Council will appoint all community members to the group, following an expression of interest process.

Membership of the group will be revoked:

- if the group is dissolved by Council
- if the member has been absent from three consecutive meetings, without an apology being received.
- if Council receives a written resignation from the member
- in accordance with the procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
- if resolved by Council

3. Term of Membership

Six months following a Council election, all community member positions within the group will be declared vacant and an expression of interest process will be undertaken to select the members for the following term.

At the first Council meeting following an election, new councillor representatives will be elected for the term.

4. Replacement of Members

If a vacancy occurs within six months of an expression of interest being completed, Council will refer to the previous applications to select a suitable replacement.

If a suitable replacement is not available from previous candidates or at any other time a member resigns, Council will conduct a new expression of interest process when three new appointments are required.

Replacement members will be appointed by resolution of Council.

If a vacancy occurs within six months of the end of the term, they will not be replaced.

5. Group Limitations

The group is unable to:

- direct Council officers
- commit Council to any expenditure or specific course of action unless specific delegation has been resolved by Council
- waive or amend Council policies

Members are not authorised to speak publicly or issue press releases on behalf of Council.

6. Visitors and Guests

Guests may be invited to attend meetings, if agreed by a majority at a meeting or via email prior to the meeting.

Council officers may attend meetings to provide input on an agenda item.

Councillors and senior officers may attend meetings as observers.

7. Meeting Protocol

The group will meet quarterly with the possibility of additional meetings when necessary.

The group will set the time, date and location of meetings at the first meeting of each calendar year.

A quorum of the group is half plus one of the appointed members at the time of the meeting.

Meeting duration will be a maximum of 90 minutes.

Group members will be requested to provide reports for the agenda of the meeting.

The agenda will be prepared and distributed to members a minimum of seven days prior to the meeting.

Only items on the agenda will be considered at the meeting. However, the chairperson may accept matters of urgency to be considered.

Resolutions will be by majority vote via a show of hands and recorded in the minutes.

Proxy votes will not be accepted.

Minutes will be prepared at each meeting.

Draft minutes will be distributed to all members and reported to Council for adoption and for recommendations to be endorsed by Council.

8. **Code of Conduct**

Members must:

- Adhere to the relevant Lismore City Council Code of Conduct (available on Council's website)
- Make positive contributions during meetings in a polite and respectful manner

9. **Review of Terms of Reference**

Terms of Reference will be reviewed by Council at least once each council term. The group can recommend changes to the terms of reference for consideration by Council.