



ACCESS AND INCLUSION ADVISORY GROUP

TERMS OF REFERENCE

1. Name of the Group

Access and Inclusion Advisory Group (AIAG) – Lismore City Council

2. Role of the Group

The role of the Group is to provide advice 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.

The Group will:

- Provide advice on the implementation of Council's Disability Inclusion Action Plan 2022-2025.
- Provide input and advice to Council relating to the strategies in the Imagine Lismore Community Strategic Plan concerning disability access and inclusion.
- Assist Council with the development of any subsequent Disability Inclusion Action Plans.

3. Principles

The Group will be guided by the following principles:

- Participatory – members have the right to take part.
- Consensus oriented – members work towards agreement when providing advice.
- Efficient – members work together to produce the best results in a timely manner.
- Respect – members respect each other's differences and opinions.
- Equitable and inclusive – members are treated equally and feel included.
- Accountable – members are responsible for their action items and contributions.
- Confidentiality – members must not share confidential or personal information outside the meeting unless by permission of the Group.

4. Membership

Membership is open to any individual in the community or stakeholder with an interest in improving disability access and inclusion in the Lismore Local Government Area.

To ensure the effectiveness of the Group it would be beneficial for each of the following individuals or stakeholders to be represented:

- People with sensory disabilities;
- People with physical disabilities;
- People with mental or intellectual disabilities; and
- Business and industry sector representatives (e.g. disability workers, tourism, arts/culture, sport, education/employment).

The Group will consist of a maximum of 15 members in total:

- 2 Council staff (Corporate Planning and Engagement and Assets);
- 2 Councillors (maximum);
- 11 community members or sector stakeholders;

Suitable individuals and stakeholders will be invited to nominate via an Expression of Interest (EOI) process.

Occasionally, other key stakeholders, including relevant Council staff will be invited to attend the meetings as a special guest to discuss a specific topic.

Council has the right to remove a member if they are in breach of the principles as stated above, Council's Organisational Values, or Code of Conduct (which are found on Council's website).

5. Term of Membership

Each member is appointed for the four year term of the current Council. There is no limit to the number of terms that a person may serve provided that they reapply for membership each term.

6. Application and Selection Process

Expressions of interest for membership will be advertised publicly.

Applicants must be:

- At least 18 years of age;
- Live, work or study in the Lismore Local Government Area; and
- Able to demonstrate a strong understanding or interest in people living with a disability.

Recommendations will be made to Council and members will be appointed following a resolution of Council.

7. Meetings

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

Council's Community Engagement team will provide secretariat services to the group.

Other Council staff whose work complements the work of the Access and Inclusion Advisory Group may be invited to attend meetings on an as-needs basis.

The meetings will be chaired by the Mayor or the Council delegate at each meeting. Meeting duration will be up to 90 minutes.

Council will provide administrative services and venue arrangements to support the Group. The Servicing Officer will arrange the notice of meetings, agenda preparation and minute distribution and any additional assistance to members as required.

8. Accessibility Considerations

All sensory, intellectual and physical requirements will be considered and to the best of Council's ability, accommodated so that full participation of all Group members can occur.

9. Changing the Terms of Reference (TOR)

These Terms of Reference will be reviewed every four years in line with Council's Integrated Planning and Reporting Framework.

Recommendations for changes to the Terms of Reference can be made to the Servicing Officer at any time but must be endorsed by the Manager, Corporate Planning & Engagement Coordinator.