



Nambucca Valley Disability Access & Inclusion Committee

Terms of Reference

In an “accessible community”, people with disabilities can be active participants in social, cultural, economic, and physical environment activities and have meaningful participation and engagement in civic, professional, and social life.

The Nambucca Valley Disability Access & Inclusion Committee is supported by Council to represent the needs of people with disability in the community to achieve these aims through networking, collaboration, advising and advocacy to Council.

Purpose and Objective.

1. Inform, promote, and support the consultation and implementation of Council’s Disability Inclusion Action Plan
2. To provide advice to Nambucca Valley Council on issues of inclusion and access for Council facilities, civic involvement, and activities.
3. Provide a forum for members of the community and disability service providers to discuss issues of inclusion and access to advocate for a whole of community approach to inclusion and access.
4. To identify community needs in relation to inclusion and access and provide feedback on these needs, including as they relate to Council business and responsibilities.
5. To promote equity of access for all people with disabilities in all areas of life, including recreation, leisure, employment, transport, and physical environment
6. Improve public knowledge and awareness in relation to inclusion and access
7. Work with Council to develop and promote celebrations such as International Day of People with Disability.
8. To review guidelines and policies for assessing access for people with disability in all public facilities and to support community knowledge of best practice.

The Nambucca Valley Access & Inclusion Committee’s objective is to develop and implement strategies that aim to ensure that the Nambucca Valley Council LGA becomes an accessible community to all people.

Scope:

The scope of the Nambucca Valley Access & Inclusions Committee covers disability inclusion and access related issues within the Nambucca Valley LGA

Community Strategic Plan 2022-2032 linkages:

Caring for community	<ul style="list-style-type: none"> • A well-informed Community that is involved in making decisions about its future. • Sustainable management of the Nambucca Valley’s environmental, social, and financial capital.
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	<ul style="list-style-type: none"> • The Nambucca Valley is a safe and healthy place to live.
Caring for environment	<ul style="list-style-type: none"> • Development in the Nambucca Valley will protect the environment and enhance the social and economic wellbeing of its people.
Living well	<ul style="list-style-type: none"> • All Valley residents feel part of the Nambucca community, regardless of their personal backgrounds and circumstances.
Promoting prosperity	<ul style="list-style-type: none"> • The Valley's infrastructure will reliably support the needs of the community and facilitate a prosperous economy and promote future economic growth. • The people of the Nambucca Valley will enjoy meaningful and rewarding local employment opportunities.

Meeting arrangements:

The Nambucca Valley Disability Access & Inclusion Committee will meet monthly on the last Tuesday of the month February to November at 2:00pm for a total of ten (10) meetings a year.

In challenging circumstances, the Committee is required to hold a minimum of two (2) meetings per year. The Chairperson can request a special meeting of the Committee be approved by General Manager with reasonable due notice (5 business days).

Meetings are to be held in Council Chambers (44 Princess Street, Macksville) and offer online meeting options, and consider alternative meeting locations across the Valley as needed to support equitable participation from all members.

Committee Composition:

The Nambucca Valley Disability Access & Inclusion Committee memberships consists of the following:

1. Councillor Delegate
2. Community member representatives
3. Disability sector organisational representatives

Voting rights:

Each Community member has a right to vote on the Committee. Organisations that have more than one representative present can only have one vote.

For Councillor Delegates: Voting rights are limited to Councillor Delegates. In the absence of a Councillor Delegate, the Alternate Councillor gains voting right.

Attendance:

In line with Council's Code of Meeting Practice:

- if a member is absent for 3 consecutive meetings without having given reasons acceptable to the Committee for the leave of absence
- If they are absent from more than half the meetings in the previous year without having given acceptable reasons to the Committee

they will cease to be a member or delegate of the Committee.

Quorum

A quorum of the Nambucca Valley Disability Access and Inclusion Committee will be met when 50% plus one of members are present.

Office Bearers

The Nambucca Valley Disability Access & Inclusion Committee will consist of the following office bearers:

- 1) Chairperson
- 2) Vice Chairperson

The term of office for the Chairperson and Deputy Chairperson shall be twelve (12) months, and elected by a vote of the voting members of the Committee.

In the event either role resigns or retires, their replacement shall be by a majority vote of the Nambucca Valley Disability Access & Inclusion Committee.

Sub-committees

The Nambucca Valley Disability Access & Inclusion Committee may delegate parts of its function to a "sub-committee" which will be bound by the decisions of, and report to, the full Committee, and be chaired by a member of the full Committee.

Council Support Staff:

A Council support staff member (usually Community Development Officer) will be provided to assist and advise the committee and Chairperson (e.g., meeting procedure, minutes, etc), and be a non-voting member of the Committee. If the Committee requires further resources from the Council Support Staff (such as running an event), the request must go to Council for approval.

Length of appointment:

All Committee members will serve a term of four (4) years, and can re-nominate.

Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

Delegations and Expenditure:

The Nambucca Valley Disability Access & Inclusion Committee does not have any delegations.

Policy and Procedural Requirements:

As a Committee of Council, the Nambucca Valley Disability Access & Inclusion Committee must adhere to policies and procedures, including:

- Council's Code of Conduct for Committees
- Council's Media Policy
- Council's Social Media Policy

- Disability Discrimination Act 1992
- Office of Local Government Anti-discrimination Guidelines for Local Councils

These Terms of Reference were endorsed by the Nambucca Valley Disability Access & Inclusion Committee in February 2025.