



Australian Communications Consumer Action Network

Standing Advisory Committee on Consumer Affairs (SACCA)

Terms of Reference

1. BACKGROUND

The Board of ACCAN:

- wishing to ensure that it receives the best possible advice on issues affecting the interests of consumers and
- further wishing to provide a high level, formal forum for communication with skilled and motivated representatives of consumers,
- is establishing a Standing Committee on Consumer Affairs. This document sets out terms of reference for the Standing Advisory Committee on Consumer Affairs (SACCA).

SACCA will be a forum to help ACCAN identify consumer communications issues and develop ACCAN policies and inform ACCAN's strategic directions and campaigns.

2. FUNCTIONS

The functions of SACCA are to:

- Provide advice to the ACCAN Board and staff through the ACCAN CEO in relation to priority issues for communications consumers and suggest strategies to achieve positive outcomes.
- Discuss emerging technologies and developments in Communications affecting consumers and identify potential relevance to ACCAN policies and activities.
- Provide a commentary on relevant research to assist in the development of coordinated and unified consumer positions.
- Act to bring information from consumers to the attention of ACCAN and to disseminate information from ACCAN to constituents.

3. ACCAN ROLE

ACCAN's role in relation to SACCA is to:

- Provide appropriate meeting resources for SACCA to conduct its work effectively.
- Give due regard to issues raised by SACCA and take all input into account in planning policies and actions of relevance to consumers.

4. MEMBERSHIP

The Standing Committee will consist of up to 9 members, up to 8 of whom will be selected and an appointed member from the ACCAN Board. The appointed Board member will have particular knowledge or experience in issues relating to communications consumers.

Members will be selected through competitive assessment by a Board committee based on their individual or organisational expertise. Members may serve in a personal capacity or as a representative of an organisation. There is no provision for an alternate to attend meetings.

Once selected, SACCA members are expected to become members of ACCAN, if they are already not members.

4.1. Term of appointment

Appointment to SACCA is for a period of 2 years and members are eligible for re-nomination at the discretion of the Board.

Members may resign at any time by written notice to the ACCAN Board.

Where, in the opinion of the ACCAN Board, a SACCA member is unable to continue to contribute effectively to the functions of SACCA, the Board may request that member's resignation.

4.2 Chairperson

The ACCAN Board member appointed to SACCA will Chair meetings of SACCA and will serve for the term of Board membership.

A Deputy Chair will be elected by SACCA members for a term of one year. The Deputy Chair position will be renewed on an annual basis.

5. ADMINISTRATION

5.1 Meetings

It is expected that SACCA will meet primarily using virtual and online strategies and forums including teleconferencing, web-based meetings etc on an as needs basis. A face to face meeting of the SACCA may occur at the same time as the annual ACCAN Conference.

5.2 ACCAN Secretariat Support

SACCA will operate with the expert input and support of the ACCAN Director of Policy and Campaigns who will normally attend SACCA meetings.

ACCAN will provide SACCA with appropriate secretariat and administrative support to adequately carry out its functions.

5.3 Sitting fees and travel expenses

ACCAN will provide sitting fees for face-to-face meetings to SACCA members where they are not otherwise remunerated for their involvement or prevented from being remunerated elsewhere.

ACCAN will arrange and pay for travel and accommodation expenses incurred in attending face-to-face meetings.

6. SELECTION PROCESS

The Selection criteria are:

- a) Expert knowledge about consumer issues (sectoral or general);
- b) Experience representing issues for vulnerable and disadvantaged consumers;
- c) Demonstrated knowledge of communications regulatory framework;
- d) Links with government, community, research or industry relating to consumer issues;
- e) An ability to contribute effectively and actively to SACCA's functions

A sub-committee of the ACCAN Board will assess the applications for membership of SACCA and will make recommendations to the Board. Selection will be based on the selection criteria.

In making appointments, the ACCAN Board will ensure to the extent possible, that SACCA reflects the diversity of the community. The Board's decision will be final.