



## **Australian Communications Consumer Action Network**

### **Standing Advisory Committee On Disability Issues (SACDI)**

#### **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 with disabilities and
- further wishing to provide a high level, formal forum for communication with skilled and motivated representatives of such consumers,
- has established a Standing Committee on Disability Issues. This document sets out terms of reference for the Standing Advisory Committee on Disability Issues (SACDI).

SACDI is a forum to help ACCAN identify consumer communications issues for people with disabilities and strategies for dealing with them.

##### **2. FUNCTIONS**

The functions of SACDI are to:

- Provide advice to the ACCAN Board and staff through the ACCAN CEO in relation to priority issues for consumers with disabilities and suggest strategies to achieve positive outcomes.
- Discuss emerging technologies and developments in Communications effecting consumers with disabilities 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.
- Provide advice to ensure that all ACCAN's activities remain inclusive and relevant for consumers with disabilities.
- Act to bring information from consumers with disabilities to the attention of ACCAN and to disseminate information from ACCAN to constituents.

### 3. ACCAN ROLE

ACCAN's role in relation to SACDI is to:

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

### 4. MEMBERSHIP

The Standing Committee consists of up to 9 members, up to 8 of whom are selected and one is an appointed member from the ACCAN Board. The appointed Board member will have particular knowledge or experience in communication issues relating to disability.

Members will be selected by a Board sub-committee through competitive assessment based on applicants' individual expertise. Members may serve in a personal capacity or as a representative of an organisation. In either case, when a member leaves SACDI the selection of a replacement will be made by the Board. Organisations will not have guaranteed representative positions on SACDI. There is no provision for an alternate to attend meetings.

ACCAN will maintain a Register of applications for membership of SACDI, and may select replacement representatives for casual vacancies from that register. At its discretion the Board may call for new rounds of applications.

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

#### 4.1. Term of appointment

Appointment of the SACDI is for a period of 2 years. Members filling incidental vacancies will complete the remainder of the two year term of the approved SACDI. After the completion of the two year term the SACDI will be dissolved. 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. The ACCAN Board may appoint replacement members mid term.

Where, in the opinion of the ACCAN Board, a SACDI member has a significant conflict of interest; or a change of circumstance that renders their appointment inappropriate, or is

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unable to continue to contribute effectively to the functions of SACDI, the Board may retire that person's membership of the committee.

### 4.2 Chairperson

The ACCAN Board member appointed to SACDI will chair meetings of SACDI. The appointment to the Chair position will be reviewed annually.

A Deputy Chair will be elected by SACDI members for a term of one year. The Deputy Chair position will be reviewed on an annual basis, with the incumbent eligible for re-election.

## 5. ADMINISTRATION

### 5.1 Meetings

It is expected that SACDI will meet face-to-face up to three times per year. Where it is considered necessary to meet more often, alternative equitable meeting mechanisms, including accessible e-meeting facilities, will be explored.

### 5.2 ACCAN Secretariat Support

SACDI will operate with the expert input and support of the designated ACCAN Disability Officer who will normally attend SACDI meetings.

ACCAN will provide SACDI 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 SACDI 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) Experience and skills in disability advocacy, policy and research;
- b) Demonstrated knowledge of communications issues for consumers with disabilities (knowledge of Broadband and Internet Protocol (IP) based technologies is an advantage);

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- c) Relevant links with, community, government, research organisations and industry relating to disability communications issues;
- d) An ability to contribute effectively and actively to SACDI's functions

The ACCAN Board sub-committee will assess the applications for membership of SACDI 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 SACDI reflects the diversity of the disability community. The Board's decision will be final.