

## Disability Action Group Terms of Reference

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### 1. Constitution

The Disability Action Group (DAG) is established as a stakeholder liaison group within the Far North District to provide advice to the Far North District Council, Government and its Agencies, Disability Service Providers; and to engage with the community on issues of disability/impairment.

The DAG operate under the [Policy on Equity and Access for People with Disabilities](#)

### 2. Purpose

The purpose of DAG is:

- To identify and take up opportunities to advocate for equity and access for people with disabilities/impairments
- To provide ongoing communication and advice to Council, Government Agencies and Service Providers on behalf of people with disabilities/impairments
- To provide opportunities for people with disabilities/impairments to engage with elected representatives
- To build the capacity of disability groups to take responsibility for advocating on their own behalf
- To advocate for policies, programmes, practices, and procedures that guarantee equal opportunity for all people with disabilities/impairments
- To encourage the portrayal of persons with disabilities/impairments by the media in a positive way, including in the Council's own publications and publicity material

### 3. Membership

The membership of DAG shall be comprised of the following:

- 1 appointee from each of Council, Te Hiku Community Board, Kaikohe-Hokianga Community Board, and the Bay of Islands-Whangaroa Community Board
- Representatives from stakeholder and advocacy bodies for people with disabilities/impairments across the Far North District
- Interested residents of the Far North District

### 4. Meetings

- A quorum of members of DAG shall be two.
- DAG meetings shall be held quarterly.
- The chair of the DAG may request additional meetings as necessary.
- At these meetings DAG may invite staff from the Far North District Council or other organisations as necessary to provide appropriate information and to receive feedback from stakeholders as to how people with disabilities/impairments can be supported to fully participate in the life of their communities.
- Minutes of all meetings shall be kept.

- Meeting decisions that require a response from Council will be lodged using either the DAG action sheet or the Report Request Form.

**5. DAG Structure**

- DAG shall elect a Chairperson and Deputy Chairperson once each triennium.
- Prospective members of DAG must gain the approval of DAG members to join the group.
- Voting members of DAG shall be the DAG members but not Council staff.

**6. Principles**

- Advocacy – representing the interests of people with disabilities/impairments with fairness and equity
- Inclusiveness – a wide range of views are sought
- Openness – communicating clearly and providing as much information as possible to facilitate open and free exchange of information within the group
- Honesty and respect – treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making
- Responsiveness – dealing with issues within agreed timeframes
- Accountability – issues raised are followed up as appropriate

**7. Planning**

- DAG will develop annual strategic goals through an annual workshop. Staff members may support this workshop if requested.

**8. Reporting Procedures**

- DAG will produce an annual report on its activities, achievements, and concerns to the 3 Community Boards.

**9. Staff support**

- Subject matter expertise shall be provided by relevant staff members from within the Far North District Council, with sufficient notice and the approval of their General Manager.

**10. Administration**

- Support for administration of the DAG, including the agenda, invitations, meeting venues (cost for non-Council venues will be met from the DAG budget), meeting minutes, claim form distribution will be undertaken by the Community Policy & Development Department
- The Chair of DAG or delegate will be responsible for lodging Report Request Forms to the Manager Community Policy & Development regarding DAG issues
- Approval of funds from the DAG budget is the responsibility of Manager Community Policy & Development and DAG will recommend expenditure via meeting resolutions.

**11. Resourcing for DAG operation**

- Funding for the DAG through the Long Term Plan shall be used to assist the DAG to meet its strategic goals and operational costs, such as travel expenses, reimbursement of costs for accessibility assistance and meeting venues for the DAG.
- Individual DAG expenses must be submitted via the claim form.

**12. Definition**

**People with Disabilities are “...those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others...”**

**This definition draws on the social model of disability and is used in the NZ Disability Strategy, and is sourced from the UN Convention on the Rights of Persons with Disabilities, Article 1.**