

Role Description

Role Title: Co-chair (Community Member or Councillor)

Group: Disability Inclusion and Access Advisory Group (DIAAG)

About Port Stephens Council

Port Stephens Council is the local governing body for the Port Stephens area in New South Wales, Australia. It is dedicated to delivering a wide array of services to its community, focusing on engagement, environmental conservation, and local development. The official website for Port Stephens Council is portstephens.nsw.gov.au

Community's Vision

A great lifestyle in a treasured environment.

Council's Vision

Engaged and resilient people in strong healthy relationships, working collaboratively, enhancing community wellbeing.

Council's Purpose

To deliver services valued by our community in the best possible way.

Our Values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Group Role

The purpose of the group is to utilise and call upon members' lived experience of disability to guide and improve access and inclusion for people with disability in the Port Stephens area.

Bullet point

Role Purpose

The role of the Co-Chairs is to lead and support the effective functioning of the DIAGG, ensuring collaborative, inclusive, and informed input into access and inclusion outcomes for people with disability in Port Stephens.

Responsibilities

In addition to the responsibilities of the Group Member, Co-chairs of the DIAGG is as follows:

- Work collaboratively as a collective group, using a "we" approach to decision-making
- Build on the shared strengths and experiences of all Group Members
- Support the fair division of tasks and responsibilities among Group members
- Undertake pre-meeting work, including setting and prioritising agenda items in liaison with Council staff and Co-chair
- Co-chair meetings, ensuring effective time management and active participation from Group Members
- Review previous minutes before they are released to fellow Group Members
- Follow up on action items to ensure accountability and progress
- Provide feedback and ensure follow-through on Group decisions
- Manage and respond appropriately to public commentary or inquiries relating to the group's work or advice

Reporting Line



Please note that the Co-chair roles are held by one member of the community and one member from Council, so this reporting line may hold additional responsibilities for those who are employed by Council.

Key Relationships

Internal

- Co-chairs
- Group Members
- Key Council Employees

External

- Community Groups
- Guest Speakers at Group Meetings – Project Leads

Can Do *(Strengths, Capabilities, and Experience)*

- I can work collaboratively using a "we" approach to group decision-making
- I can co-chair meetings and managing time effectively
- I can use strong communication and organisational skills to work effectively with Council employees and prioritise competing agenda items
- I can review and prepare formal documents such as meeting minutes
- Knowledge of inclusive practices and the importance of lived experience in shaping access and inclusion

Will Do *(Motivation, Collaboration, and Connection)*

- I will commit to building on the shared strengths of all Group Members
- I will ensure fair division of responsibilities across the group
- I will take ownership of pre-meeting preparation and post-meeting follow-ups
- I will ensure accountability and meaningful outcomes from group decisions
- I will manage and respond to public commentary in a respectful and constructive manner

Will Fit *(Values, Culture, Leadership, and Mindset)*

- I will value inclusive, person-centred approaches that reflect the lived experience of people with disability
- I will work collaboratively and respectfully as a team member who contributes to a positive and productive group culture
- I will align with Council's commitment to access, equity, and inclusion in the Port Stephens community
- I will share leadership and build consensus in a co-chairing structure
- I will work with integrity, respect, and a shared vision for accessible and inclusive communities

Declaration

I understand and accept my role, purpose and obligation as a co-chair and member of the DIAGG and understand the limitations and scope of this role in advising and supporting the decisions of Port Stephens Council in relation to diversity, equity and inclusion.

Name

Date

Signature