

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

15 April 2014

**Agenda Item 7.1 Amendment to Terms Of Reference for Disability
Advisory Committee**

**Attachment 1 Terms of Reference for Disability Advisory Committee
Reviewed February 2014 47**



GREATER SHEPPARTON DISABILITY ADVISORY COMMITTEE TERMS OF REFERENCE

Adopted by Resolution of Council April 2014

For Review February 2015

Purpose

The Greater Shepparton Disability Advisory Committee will advise Council with recommendations that ensure people with a disability have access and are included in our community.

1. Role and Responsibilities of the Greater Shepparton Disability Advisory Committee

- a. Act as an advisory committee to the Council on the needs of people with a disability in our community.
- b. Promote community participation in and awareness of disability issues within the Municipality.
- c. Provide:
 - i. an advocacy role in disability matters within the Municipality and to the Council,
 - ii. advice on best practice in the management of all disability awareness and its applicability to the Municipality,
 - iii. advice and recommendations on proposals related to people with a disability when referred or brought to the Committee / Council,
 - iv. advice and recommendations to Council on policy matters relating to people with a disability including but not limited to, the Greater Shepparton Universal Access and Inclusion Plan.
- d. Make recommendations to the Council about further work required to identify, document and promote inclusion of people with a disability in the City of Greater Shepparton.
- e. Provide advice on recommendations for nominations of local, state, national or international significance.
- f. Assist the Council in sourcing external funding opportunities to further disability awareness, promotion, management and education.
- g. Ensure there are consultation and participation mechanisms in place for people with disabilities, their families, carers, advocates and service providers to enable meaningful input into Greater Shepparton City Council's service planning and policy development.
- h. Work in partnership with Council and community towards acknowledging and valuing people with a disability.
- i. Inform and educate Council and community about issues for people with a disability, their families, carers and others.
- j. Provide advice and assistance to Council to ensure all capital works and services are accessible and inclusive of people with a disability by working in partnership with key advisory groups.

The Committee does not act as an internal referral body to assess/comment upon applications. This stipulation does not limit or prevent individual members of the Committee from making submissions, objections or appeals to current applications or proposals being assessed by the Council.

2. Committee Membership

The DAC membership will not exceed twelve people

- a. It is desirable that the composition and categories of the Greater Shepparton City Council DAC membership should reflect the following:
 - i. Council Senior staff member
 - ii. Access and Inclusion Officer
 - iii. Rural Access Officer
- b. Support positions:
 - i. Council Senior staff member
 - ii. Access and Inclusion Officer
 - iii. Rural Access Officer
- c. The support members will not have voting rights (including motions) and are intended to act in a resource and advisory role only.
- d. The categories included should reflect representation from the following areas:
 - i) Council nominated councillor (x 1)
 - ii) People with disabilities (minimum of 5, maximum of 9)
 - iii) Carers (up to 2)
 - iv) Service Providers (x 1)
- e. The incumbent DAC will endeavour to ensure the Advisory Committee make up is inclusive of people with a disability or carers of a person with a disability who demonstrate diversity and vision for the City of Greater Shepparton.
- f. The Council will provide appropriate officers to support the DAC as the need arises and within the scope of the role of the Committee. Examples of this in practice could include conducting master classes to provide for capacity building within the Committee, and updating the Committee on projects and activities within the Council that may be of interest or have a bearing on the Committee's role and/or activities.
- g. Casual Vacancies – Casual vacancies will be filled by application or co-option at the recommendation of a Committee member and with approval at a Committee meeting. Any appointments (including co-opt appointments) will not be officially appointed until such time as they are appointed by Council resolution.

3. Committee Meeting Procedure

- a. The position of Chairperson and Deputy Chairperson will be elected by the Committee for the duration of a three (3) month term.
- b. If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint an Acting Chairperson for that meeting. Appointment of the Acting Chairperson will be done by way of a vote of the committee members present at the meeting.
- c. The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. In the event of a tie, the Chairperson shall have an additional casting vote.
- d. The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, one-half plus one of the total number of Committee members.
- e. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from that portion of the meeting.

- f. The role of the Chair will be rotated amongst DAC members on a three monthly basis. The Deputy Chairperson position will also be rotated every three months.
- g. The Committee will meet monthly, excluding January, on an agreed Friday from 1pm until 3pm and additional meetings will be held at the request of members.
- h. Meetings will be held for a pre-determined period of not more than two hours.
- i. Motions cannot be adopted if a quorum does not exist. The quorum is determined by the minimum of six voting members.
- j. In the event of the quorum not being reached, the meeting can be held if five members are present. A record of this meeting will be taken and can be confirmed at the following meeting.
- k. Appointed members will attend an orientation/induction process organised and delivered by Council Officers. Appointed members will receive orientation/induction which will include an introduction to the Disability Discrimination Act 1992.
- l. The location of meetings ensures that the Committee is accessible to all residents of the City of Greater Shepparton.
- m. Length of membership will be three years from the date of appointment.

Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability. It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations.

4. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.

5. Communicating with Council:

- a. The nominated Councillor will provide Council with briefings regarding the activities of the DAC.
- b. The nominated Council staff member will keep Councillors informed on activities for people with a disability and their carers via the appropriate Council channels
- c. The DAC will provide an annual report and briefing to Council's Executive and Councillors in August.
- d. Any issue on which the Committee requests Council advice or information will be communicated through the Manager of Neighbourhoods and/or the Chief Executive Officer.
- e. Members of the DAC should abide by the principles of the Local Government Privacy Guide - Greater Shepparton City Council.

6. Protocol for meeting with community members

- a. The DAC's role is to hear the issues raised and advise the community member/s that there is no capacity for an individual Committee member to take action on the issues and that it is not possible to provide an immediate response.
- b. Subcommittees may be formed to work on specific items or issues that will then be fed back to the main group for their recommendations.

7. Attendance at meetings

If a Committee member requires extended leave, they may submit this request in writing to the Committee prior to leave. If a Committee Member is absent for three meetings without an

apology, a letter will be forwarded from the Chairperson outlining the DAC Terms of Reference and asking for clarification of the situation.

8. Motions

The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. When a motion is put to a vote and the vote is tied, all endeavours will be made for the group to reach a consensus. However should consensus not be achieved, the Chair will have the casting vote.

9. Assemblies of Councillors requirements

In accordance with section 80A of the *Local Government Act 1989* an Assemblies of Councillors record shall be kept for any meeting of the Committee which has at least one Councillor in attendance. A copy of the Assemblies of Councillors record must be submitted to Council within 14 days of the date of the meeting for inclusion in the next Council Meeting Agenda and Minutes. The Assemblies of Councillors record must contain the following information:

- a. the names of all Councillors and Council staff at the meeting
- b. a list of the matters considered
- c. any conflict of interest disclosed by a Councillor
- d. whether a Councillor who disclosed a conflict left the room.

10. Review of Document

The Terms of Reference document will be formally reviewed every three years however a member of the Committee can request an amendment in a formal motion. Any amendments to the Terms of Reference must be referred to Council for formal adoption by resolution at a Council meeting.

The review of the Terms of Reference will occur on the anniversary of the establishment of the Committee which will be February.