

DISABILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference Document, the Ballarat City Council (**Council**) establishes the Disability Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of Advisory Committees is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The Committee has the functions and responsibilities as set out in this Terms of Reference Document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4 This Terms of Reference document is authorised by a resolution of Council (R141/19) passed on 12 June 2019.

2. PURPOSE

The committee is established for the purpose of:

- 2.1 Providing advice to Council and Council Officers on long term strategic and systemic issues that impact on people with disabilities and their participation in community life.

3. OBJECTIVES

The objectives of the Committee are:

- 3.1 To be the peak advisory and advocacy body on issues affecting people with disabilities within the Ballarat municipality.
- 3.2 To provide advice to Council Officers on policies, plans and services that impact on people with disabilities.
- 3.3 To advocate to the Community and Council on behalf of people with disabilities.
- 3.4 To contribute to, monitor and review the implementation of Council's Disability Action Plan.
- 3.5 To partner Council in promoting disability awareness and other initiatives that assist access and inclusion and recognise the contributions of people with a disability.

4. ROLES AND RESPONSIBILITY

- 4.1 The role of the Committee is to:
- 4.1.1 have an active role in communicating community views to Council;
 - 4.1.2 participate in discussions at meetings;
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. MEMBERSHIP

- 5.1 The Committee will consist of membership comprising of:
- 5.1.1 Up to twelve (12) members of the community that provide a diverse range of experiences and expertise related to disability.
 - 5.1.2 One (1) Councillor appointed by Council.
- 5.2 The Chief Executive Officer shall appoint two (2) Council Officers to provide administrative support and guidance to the Committee.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Committee and does not have voting rights.
- 5.4 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 5.5 Councillors, other than a Councillor appointed under clause 5.1.2, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.6 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 5.7 A Councillor appointed under clause 5.1.2 will be the Chairperson of the Committee.
- 5.8 If a Chairperson is not appointed under clause 5.7, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 5.9 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 5.10 Any Councillor can attend meetings of the Committee as an observer.
- 5.11 Casual vacancies will be filled by application or co-option, at the recommendation of a Committee member and with the endorsement at a Committee meeting. All appointments will be formally made by Council.
- 5.12 An induction session should be held at the first meeting of each year to refresh members of their responsibilities.
- 5.13 Committee members are obliged to abide by the City of Ballarat Employee Code of Conduct.

6. MEETINGS

- 6.1 Committee meetings must be conducted in accordance with:
- 6.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
 - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
 - 6.1.3 Council's Community Consultation and Participation framework; and
 - 6.1.4 The Committee's discretion, as exercised from time to time.
- 6.2 The Committee will meet initially on a bi-monthly basis. The Committee shall determine meeting frequency throughout the term of agreement and meetings shall occur as required or scheduled but not less than annually.
- 6.3 The Chairperson will chair all committee meetings.
- 6.4 The Chairperson is the authorised spokesperson for the committee. A member of the Committee may be asked by the Councillor or the Committee to be a spokesperson for a nominated media purpose.
- 6.5 Council will appoint two (2) officers, Administration Support Officer and the Rural Access Officer to provide support to the committee.
- The role of the Administration Support Officer will include;
- 6.5.1 preparing minutes of meetings of the Committee.
- The role of the Rural Access Officer will include;
- 6.5.2 acting as the contact point between Council and the Committee;
 - 6.5.3 assisting with meeting the Committee's reporting requirements;
 - 6.5.4 meeting with the Chairperson to review, approve and prepare the agenda for the bi-monthly meetings;
 - 6.5.5 providing advice and information relevant to the Access and Inclusion Plan, priorities and key issues to the Committee;
 - 6.5.6 coordinating representation of speakers, presenters and consultation for Committee meetings;
 - 6.5.7 maintaining a Register of committee members, their date of appointment, reappointment, and official positions held (if any) as a committee member;
 - 6.5.8 providing appropriate notifications of meetings; and
 - 6.5.9 preparing agendas and other documentation required for members to actively participate on the committee.
- 6.6 A quorum of the Committee will be half of the members plus one.
- 6.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 6.8 Council will endeavour to provide support to the membership of the Committee to enable members to participate fully. Examples of support include large print, interpreter services etc.

- 6.9 A subcommittee may be formed from time to time to research and progress specific issues outside of the standard meeting. Membership of subcommittees is at the discretion and availability of the committee members and may involve persons of relevance and expertise outside of the Committee.

7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for Council in accordance with:
- 7.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
 - 7.1.2 Division 2 of Part 4 of the *Local Government Act 1989*;
 - 7.1.3 any resolution of Council made from time to time; and
 - 7.1.4 The Committee's discretion, as exercised from time to time.
- 7.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event, at least once per year.
- 7.3 Minutes of all Committee meetings must be maintained and a copy to be provided to Council's Governance Unit.
- 7.4 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer(s) appointed under clause 5.2 or, if the Council Officer is not present, by the Committee Chairperson, and forwarded to the Governance Unit for inclusion in the report to Council.
(Note – this only applies when a Councillor is in attendance.)

8. CREATION AND DISSOLUTION

- 8.1 By these Terms of Reference the Committee:
- 8.1.1 is established; and
 - 8.1.2 has the responsibilities as set out in the Terms of Reference.
- 8.2 These Terms of Reference:
- 8.2.1 come into force immediately the resolution of Council adopting them is made; and
 - 8.2.2 remain in force until Council determines to vary or revoke them.
- 8.3 The Committee will only be dissolved by resolution of Council.

Dated: 12 June 2019