

# Disability Advisory Committee

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## Terms of Reference

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## 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 the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The Committee 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. These Terms of Reference are authorised by a resolution R126/21 of Council passed on 23 June 2021.

## 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:
  - 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. Duties and Functions**

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

## **6. Membership**

- 6.1. The Committee will consist of members comprising of:
- 6.1.1 Up to twelve (12) members of the community that provide a diverse range of experiences and expertise related to disability; and
  - 6.1.2 One (1) Councillor appointed by Council
- 6.2. The Chief Executive Officer shall appoint two (2) Council Officers to provide administrative support and guidance to the Committee.
- 6.2.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.3. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.4. Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.5. Councillors, other than a Councillor appointed under clause 6.1.2, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 6.6. A Councillor appointed under clause 6.1.2 will be the Chairperson of the Committee.
- 6.7. If a Chairperson is not appointed under clause 6.6, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 6.8. If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.9. Any Councillor can attend meetings of the Committee as an observer.
- 6.10. 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.
- 6.11. An induction session should be held at the first meeting of each year to refresh

members of their responsibilities.

## 7. Meetings

7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:

7.1.1 the Committee's discretion, as exercised from time to time; and

7.1.2 Council's Community Consultation and Participation framework.

7.2 The Committee will initially meet on a bi-monthly basis. The Committee shall determine frequency throughout the terms of agreement and meetings shall occur as required or scheduled not less than annually.

7.3. 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.

7.4 Council will appoint two (2) offto provide support to the committee.

The role of the Administration Support Officer will include;

7.4.1 preparing minutes of meetings of the Committee.

The role of the Council Officer will include:

7.4.2 acting as the contact point between Council and the Committee;

7.4.3 assisting with meeting the Committee's reporting requirements;

7.4.4 meeting with the Chairperson to review, approve and prepare the agenda for the bi-monthly meetings;

7.4.5 providing advice and information relevant to the Access and Inclusion Plan, priorities and key issues to the Committee;

7.4.6 coordinating representation of speakers, presenters and consultation for Committee meetings;

7.4.7 maintaining a Register of committee members, their date of appointment, reappointment, and official positions held (if any) as a committee member;

7.4.8 providing appropriate notifications of meetings; and

7.4.9 preparing agendas and other documentation required for members to actively participate on the Committee.

7.5. A quorum of the Committee will be half of the members plus one.

- 7.6. 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.
- 7.7. 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.
- 7.8. Sub committees may be formed from time to time to research and progress specific issues outside of the standard meeting. Membership of sub committees is at the discretion and availability of the committee members and may involve persons of relevance and expertise outside of the Committee.

## **8. Reporting**

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

## **9. Creation and Dissolution**

- 9.1 By these Terms of Reference, the:
  - 9.1.1 Committee is established
- 9.2 These Terms of Reference
  - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
  - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: 23 June 2021