

# Federation Disability Access and Inclusion Committee Terms of Reference



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Federation Council - Federation Disability Access and Inclusion Committee Terms of Reference

Reference: 22/5766

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# 1. Federation Disability Access and Inclusion Committee

## 1.1 Overview

The Federation Disability Access and Inclusion Committee is an advisory committee of Council. Members should represent the opinions of the broader disability community, acting in a supportive role to Council through the provision of strategic information, informed feedback and information about access and inclusion.

# 2. Committee Establishment

## 2.1 Purpose

The Federation Disability Access and Inclusion Committee provides feedback and advice to Council on how to improve access and inclusion for **people with disability** in the Federation local government area.

## 2.2 Objectives

The Federation Disability Access and Inclusion Committee key objectives are:

- Contribute expertise and knowledge on the implementation of Council's Federation Disability Access and Inclusion Action Plan 2022-2026.
- Assist the council in ensuring that disability rights are integrated into their core business.
- Inform the council on the barriers that prevent people with disability participating in programs, services and facilities.
- Provide guidance to the council in relation to its communication, engagement and consultation with people with disability.
- Respond to requests of advice by council officers on policies, activities, projects and masterplans as they relate to access, inclusion principles and best practice.
- Provide input into decisions relating to alterations to Council buildings and the streetscape, and the development of programs that may influence the quality of life of people with disability.
- Assist the council annually to deliver an initiative such as event or activity to celebrate 'International Day of People with Disability.'

## 3. Composition of the Committee

### 3.1 Membership

The Federation Disability Access and Inclusion Committee primarily comprises:

- Up to ten (10) community representatives.
- Delegated Councillor/s.
- Council Officer.

Federation Disability Access and Inclusion Committee community representatives offer their services as a volunteer.

The Federation Disability Access and Inclusion Committee is a non-constituted committee of Council with a Councillor nominated through the annual statutory appointment process to be a member of this committee.

### 3.2 Selection Criteria

Federation Disability Access and Inclusion Committee community representatives will meet the following criteria:

- A person with disability, or
- A carer or a family member of a person with disability, or
- A disability sector professional, or
- Community members with an interest or work experience in access and inclusion issues.

As a community representative member we are looking for people who:

- Have experience, knowledge and understanding of disability issues.
- Are able to represent the views of other Federation Council residents with disability.
- Can show a demonstrated ability to work effectively as a member of a committee.

As far as practicable, the composition of the community members will:

- Exhibit a varied viewpoint on access and inclusion of people with disability, and their families and carers.
- Represent community interest and not individual or sectional interests.
- Reflect the diversity of the community including ethnicity, age, gender, and a range of disability experiences and disability types.
- Be from different geographical areas in the Federation Council LGA. Where possible, a maximum of two (2) from any major town such as Corowa, Howlong, Mulwala and Urana, and a maximum of one (1) from each village.

Community members with lived experience of disability will be prioritized, including people with disability, carers, and family members. First priority will be given to people with disability as Council recognises people with disability as the experts in their own lives, and believe they should be actively

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involved in the planning of strategies and policies that affect them. Carers and family members will also be prioritized, acknowledging their valuable experience and unique perspective.

### **3.3 Selection Process**

Council shall call for expressions of interest from the public via the following media:

- Media releases sent to local media outlets.
- Inclusion in the Federation Council Snippets, printed in the Corowa Free Press and the Yarrawonga Chronicle newspapers.
- Inclusion in the Council's digital newsletter, Community Conversations.
- Inclusion in the printed Urana & Districts Newsletter and the Council content section in the Howlong Grapevine.
- Notices to a wide range of community groups.
- Notices to local service organisations.
- Council's corporate website and social pages.

### **3.4 Term of Appointment**

The term of appointment will be for twelve months.

Council will call for nominations at the commencement of each term. Members completing a year of term may re-apply for a further one-year term.

### **3.5 Volunteer Tenure**

The Federation Disability Access and Inclusion Committee will be flexible concerning multiple non-attendances by members, acknowledging the health and support needs associated with active citizen participation.

In the event of unsatisfactory performance as a Council committee member, the council retains the right to discontinue their service. Council's Code of Conduct, and related Council policies and procedures will determine this. Should a committee member be terminated the person will be advised by the council and provided a written explanation of the decision.

A committee member may resign at any time, in the event that their circumstances change and they are no longer able to commit to attending and participating. Should a committee member wish to resign they should submit a resignation letter or verbally express their need to resign to the Chairperson. The resignation is recorded in the minutes of the next meeting.

Where vacancies occur, additional community members can come from those who have previously gone through an expression of interest process or via a new expression of interest process undertaken.



## **4. Office Bearers**

### **4.1 Role of the Committee Members**

1. Commit to serving for one (1) year.
2. Prepare for, attend and actively participate in meetings.
3. Take an active role in initiatives and projects led by the Committee.

Members can request assistance from Council to:

- Prepare for meetings (i.e. verbal briefing over the phone, alternative written formats).
- Participate in the meetings, such as note taker and equipment, which will be negotiated with the members as needed.

### **4.2 Role of the Councillor Delegate**

1. Prepare for, attend and actively participate in meetings.
2. Be the link between Council and Committee.
3. Table issues and concerns to the council on behalf of the committee.
4. Nominate another Councillor to attend meetings in his/her absence.

### **4.3 Role of the Council Officer**

1. Facilitate the Committee internally.
2. In collaboration with the Chairperson, write up the agenda and prepare business papers.
3. Take minutes as required and report resolutions.
4. Draft correspondence from the Committee including letters.
5. Be the liaison person between the Committee and other Council departments.
6. Prepare reports for the Council where Committee recommendations are beyond the delegated power of the Council Officer.



## 5. Meetings

### 5.1 Chairperson

The Committee at the first annual meeting of the Federation Disability Access and Inclusion Committee will elect the chairperson.

The Chairperson will preside over all general meetings. If the Chairperson is absent or unable to act, another committee member will be elected to chair the meeting.

The Chairperson is responsible for:

- Ensuring that the meetings are fair and equitable and that everyone's voice is heard.
- Allocating tasks amongst the members.
- Clarifying points, summarising discussions and actions.

### 5.2 Agendas, Minutes and Materials

- The Council Officer in collaboration with the Chairperson will prepare the agenda, meeting minutes and materials.
- New agenda items are to be submitted to the Council Officer seven (7) days prior to the next meeting.
- Agendas will be distributed to members within three (3) days of the meeting via email.
- Meeting minutes will be distributed to members within seven (7) days of the meeting via email.

All agendas, meeting minutes and materials will be stored electronically on the council's information management system and are subject to the Freedom of Information Act.

### 5.3 Meeting Frequency

A minimum of six meetings are to be held per annum. The Committee shall resolve by majority at their first meeting a twelve (12) month schedule of meetings including the dates, time and location.

Additional meetings can be called if required for a special purpose. A notification of such meetings has to be at least two (2) days in advance.

Members can choose to attend in person or via a Council approved communication platform such as Google Hangouts.

A meeting will be limited to a maximum of two hours duration unless the Committee resolves to extend the meeting to a particular time or the completion of business.

## **5.4 Quorum**

A quorum of the Committee shall constitute 50% of members, one of whom shall be a Councillor delegate.

If at the expiration of 15 minutes from the time of commencement of the meeting a quorum is not present, the Chair will either adjourn the meeting or continue with the knowledge that no recommendation is to be endorsed.

## **5.5 Guests**

Guests are invited to attend the Federation Disability Access and Inclusion Committee meetings as required, to either report on specific matters of interest or participate in discussion.

Guests will be made to feel welcome and their contribution respected.

Guests will be provided with adequate notice and the agenda will reflect the attendance of a guest.

# **6. Key Responsibilities of the Committee**

## **6.1 Declaration of Interest**

Members will declare any conflict of interest at the beginning of any meeting, consultation and decision-making process.

## **6.2 Code of Conduct**

Members of the Federation Disability Access and Inclusion Committee are bound by the Federation Council - Council Code of Conduct. In this regard, each member will be provided with a copy of the document and required to sign an acknowledgement form indicating their acceptance of such.

## **6.3 Use of Information**

It is important that the community has confidence that any information gathered by Council and its Committee members is used only for Council purposes and for the purposes for which it was collected.

## **6.4 Decision Making Process**

The Federation Disability Access and Inclusion Committee will seek to operate on a consensus basis unless bound by Council Policy or Procedure etc. Should a vote be necessary, then all committee members appointed have a voting right.

In line with the Local Government Act definition, Advisory Committees advise Council. They are not responsible for expenditure and cannot direct Council officers.

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Where Committee recommendations are beyond the delegated power of Council officers, recommended actions, along with the minutes of the meeting are submitted to Council for final decision.

In accordance with Council's reporting, a periodic report will be presented to Council on achievements against the objectives, and the Councillor Representative will speak to the report on behalf of the Federation Disability Access and Inclusion Committee

## 6.5 Delegated Authority

The Federation Access and Inclusion Committee has no delegated authority to:

- Make decisions on behalf of council.
- Borrow or expend monies.
- Enter into contracts.
- Speak on behalf of Council.

## 6.6 Dispute Resolution

Dispute resolution will be processed in accordance with Councils Dispute Resolution Policy.

## 7. Establishment and Dissolution

In July 2020, Council resolved to establish the Federation Disability Advisory Committee. The Federation Disability Access and Inclusion Committee can be dissolved by resolution of Council.

## 8. Review

The Federation Disability Access and Inclusion Committee Terms of Reference will reviewed annually or after a term of the committee, whichever comes first. It may only be amended by resolution of the Federation Council.

## 9. Policy History

Version	Date	Changes / Amendments
1.0	July 2020	To be reviewed after one full term.
2.0	November 2021	Updates to name of the committee, purpose and objectives, selection criteria, meetings, and key responsibilities of the committee.
3.0	February 2022	Updates to title page, overview and selection criteria.

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