



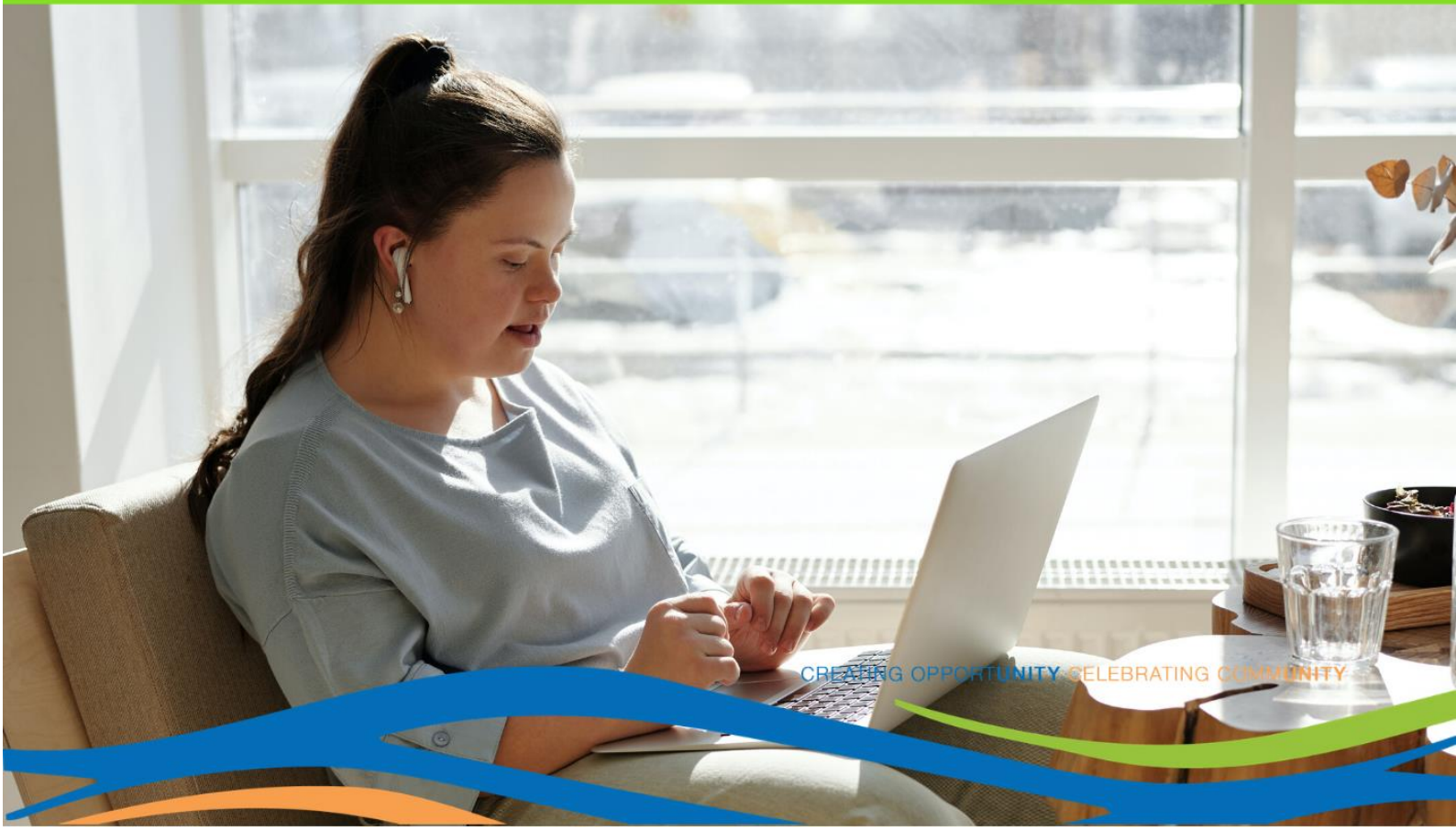
**FEDERATION  
COUNCIL**

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# Federation Disability Advisory Committee Terms of Reference

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CREATING OPPORTUNITY CELEBRATING COMMUNITY

<b>Document Title</b>	Federation DisabilityAdvisory CommitteeTerms of Reference
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## 1. Federation Disability Advisory Committee

- 1.1 The establishment of a Disability Advisory Committee provides an important forum for identifying current issues and advising Council about effective policy and service provision regarding people with a disability in the Federation Council area.
- 1.2 The Federation Disability Advisory Committee will assist Council in ensuring that disability rights are integrated into the core business of Council.

## 2. Purpose of the committee

- 2.1 The purpose of the Federation Disability Advisory Committee is to provide Council with advice on inclusion, access and equality, along with issues and barriers facing people with a disability and on the implementation of the Council's Disability Inclusion Action Plan 2018-2021.

## 3. Objectives

- 3.1 The primary objective of the Federation Disability Advisory Committee is to represent the community and to give advice to Council on access and inclusion issues.
- 3.2 Other Objectives are:
  - Contribute expertise and knowledge on the implementation of Council's Disability Inclusion Action Plan 2018-2021.
  - Assist with the development of the Disability Inclusion Action Plan 2022-2025.
  - Inform Council on the barriers that prevent people with disabilities participating in programs, services and facilities across the council area.
  - Provide guidance and support to Council on how they can improve the wellbeing of people with disability and their carers.
  - Respond to requests of advice by Council Officers on policies, activities, projects and plans as they relate to access, inclusion principles and best practice in Council core activities.
  - 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 a disability.
  - Consult and endorse Community development initiatives.
  - Assist annually with an event or activity to celebrate International Day of Disability.
  - Provide guidance to Council in relation to its communication, engagement and consultation with people with disabilities.
  - Raise awareness of the positive contributions of people with disability and the importance of accessibility and inclusion for all people.

## 4. Disability Definition

A disability is any continuing condition that restricts everyday activities. The Disability Services Act (1993) defines 'disability' as meaning a disability which

- Is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments.
- Is permanent or likely to be permanent.
- May or may not be of a chronic or episodic nature.
- Results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

## 5. Membership

5.1 The Federation Disability Advisory Committee will comprise:

- One delegated Councillor
- One Council staff member
- Up to ten (10) community representatives.

5.2 The Federation Disability Advisory 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.

5.3 Federation Disability Advisory Committee community representatives offer their services as a volunteer.

## 6. Selection Criteria

6.1 Federation Disability Advisory Committee members will meet the following criteria:

- Reside in the Federation Council area, and  
Have a disability/ disabilities or  
Are a carer or a family member of a person with a disability or  
Have direct links with a local disability service organisation or Disability Sector Professional or  
Are a community representative.
- Have experience, knowledge and understanding of disability issues.
- Are able to represent the views of other Federation Council residents with disability.
- Demonstrated ability to work effectively as a member of an Advisory Committee.

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

- Exhibit a varied viewpoint on access and inclusion of people with a disability, and their families and carers.
- Reflect the diversity of the community including ethnicity, age, gender, a range of disability experiences and disability types, younger and older carers, and

- Different geographical areas across the Federation Council local government area.

## **7. Selection Process**

7.1 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, and Urana Newsletter.
- Notices to a wide range of community groups.
- Notices to local service organisations.
- Council corporate website and Facebook page.

7.2 An assessment panel made up of the Manager Community and Economic Development, and two staff from the Community Development area of Council will assess nominations against the above selection criteria and make a recommendation of appointments to Council.

## **8. Term of Appointment**

8.1 The term of appointment will be for twelve months.

8.2 Council will call for nominations at the commencement of each term.

8.3 Members completing a year of term may re-apply for a further one-year term.

## 9. Volunteer Tenure

- 9.1 The Disability Advisory Committee will be flexible concerning multiple non-attendances by members, acknowledging the health and support needs associated with active citizen participation.
- 9.2 In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. Council's Code of Conduct, and related Council policies and procedures will determine this.
- 9.3 Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.
- 9.4 A 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.
- 9.5 Should a volunteer 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.
- 9.6 Where vacancies occur, additional members can come from those who have previously gone through an expression of interest process or via a new expression of interest process undertaken.



## 10. Roles of Members

### 10.1 Role of the Councillor delegate

- Prepare for, attend and actively participate in meetings.
- Be the link between Council and the Federation Disability Advisory Committee.
- Table issues and concerns to Council on behalf of the Federation Disability Advisory Committee.
- Nominate another Councillor to attend meetings in his/her absence.

### 10.2 Role of the committee members

- Commit to serving for one (1) year.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council related to disability.
- Provide feedback to Council via the Council Officer assigned to convene the committee.
- Keep the committee informed of current and emerging developments, and issues and activities relevant to the committee.
- Respond to requests for input into and/or feedback on Council strategies, projects and programs.
- Contribute expertise and knowledge on the implementation of Council's Disability Inclusion Action Plan 2018-2021.
- Provide input and suggestions towards the development of Council's Disability Inclusion Action Plan 2022-2025.
- Assist Council to deliver an event or activity attached to National Day of a Disability.

### 10.3 Role of Council Officer

- Write up the agenda and prepare business papers.
- Taking all minutes as required and reporting resolutions.
- Drafting correspondence including letters.
- Be the liaison person between the Disability Advisory Committee and other Council departments.
- To arrange for the Annual Report of the Disability Advisory Committee to be prepared for presentation to the Federation Council at the conclusion of each term.

## 11. Chairperson

11.1 The committee at the first meeting of the Federation Disability Advisory Committee will elect the chairperson.

11.2 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.

11.3 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.

## 12. Agendas, Minutes and Materials

12.1 The Council Officer will prepare the agenda, meeting minutes and materials.

- Agenda items are to be submitted to the Council Officer seven (7) days prior.
- Agendas will be distributed to members within five (5) 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 Council's information management system and are subject to the Freedom of Information Act.

12.2 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.

## **13.Meeting Frequency**

- 13.1 A minimum of six meetings are to be held per annum.
- 13.2 The Committee shall resolve by majority at their first meeting a twelve (12) month schedule of meetings including the dates, time and location.
- 13.3 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.
- 13.4 Members can choose to attend in person or via a Council approved communication platform such as Google Hangouts.
- 13.5 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.

## **14. Quorum**

- 14.1 A quorum of the Committee shall constitute four members, one of whom shall be a Councillor delegate.
- 14.2 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.

## **15. Guests**

- 15.1 Guests are invited to attend the Federation Disability Advisory Committee meetings as required, to either report on specific matters of interest or participate in discussion.
- 15.2 Guests will be made to feel welcome and their contribution respected.
- 15.3 Guests will be provided with adequate notice and the agenda will reflect the attendance of a guest.

## **16. Declaration of Interest**

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

## **17. Dispute Resolution**

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

## 18. Decision Making Process

18.1 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 Advisory Committee.

18.2 Committee decisions will be made based on majority agreement unless bound by a Council policy or procedure.

## 19. Delegated Authority

19.1 The Committee has no delegated authority to borrow or expend monies or enter into contracts.

19.2 The Committee has no other delegated authority.

19.3 The Committee cannot speak on behalf of Council.

## 20. Dissolution

20.1 The Federation Disability Advisory Committee can be dissolved by resolution of Council.

## 21. Policy History

Version	Date	Changes / Amendments
1.0	10.6.2020	To be reviewed after one full term.

## 22. Reviews

22.1 The Federation Disability Advisory Committee Terms of Reference will reviewed in the first twelve months of the committee and from then on every four (4) years, or after Council, elections or whichever comes first. It may only be amended by resolution of the Federation Council.

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