

## **Terms of Reference Singleton & District Disability Advisory Committee**

### **1. Establishment**

The Singleton & District Disability Committee was established to facilitate communication between Council and members of the community living with, caring for or supporting people with a disability.

### **2. Authority**

The Committee is established to only advise or refer matters to Council for a decision. The Committee is not conferred with the authority to make decisions.

### **3. Functions and Responsibilities**

This committee's functions are to:

- To advise Council on appropriate policies and procedures to ensure compliance with the provisions of the Disability Discrimination Act 1992 and the Disability Inclusion Act 2014
- To maintain contact with people with disabilities and the community of Singleton Council to ensure that the Singleton Community is aware of the needs of residents with disabilities
- To assist the Singleton Community to break down barriers and promote access to services, information and employment and promote the rights of residents with a disability
- To represent Singleton & District residents with disabilities on bodies which further the above aims and as agreed by the Committee.

### **4. Referral of Matters**

- All Committee minutes will be reported to Council for information and for adoption of any recommendations.

### **5. Membership and length of term**

The Committee will consist of:

- Committee membership will be open to people who support the above objectives, apply for membership and are accepted as members of the Committee by Council.
- The Committee will encourage wide representation of all types of disability in its membership, including intellectual and psychiatric disability.
- The composition of the Committee will be ten (10) persons, excluding the two (2) places reserved for elected representatives of Singleton Council.

- 50% of the membership (five positions) will be for people with disabilities, or carers or family members of people with disabilities, and the remainder representatives of disability service providers and/or community organisation from the disability sector.
- One (1) position on the Committee may represent the community from an accessibility aspect who is not necessarily living with a disability.
- Only one representative from an organisation will be appointed to the Committee. Approved members can appoint one proxy to attend meetings when they are not available. Nominated proxies when in attendance at meetings will have the same voting rights of the appointed member.
- A Council officer will provide support and advice to the Committee as required but will hold no voting rights. The appointed Council officer will work with the Committee to assist it to carry out its advisory function.
- Membership is for two (2) years and all Committee positions are to be vacated at the conclusion of the two-year period.
- The elected Council representatives' appointment will cease upon commencement of the Caretaker period, four (4) weeks prior to a general Local Government Election.
- Membership shall be reviewed by calling an expression of interest for all positions. Existing members shall be eligible to re-nominate in writing or by other methods i.e. call to a council officer. Following receipt of expressions of interest Council will assess and recommend to Council community members for the Committee.
- Casual vacancies will be filled by the Committee as they occur
- A position on the Committee will become vacant:
  - If a member is absent for three (3) consecutive meetings without notification to the Committee
- The office bearers will consist of a Chairperson (one of the elected Council representatives) and the second Councillor Delegate. In the event the Chair is unavailable the second Councillor Delegate will chair the meeting.
- The position of secretary will remain a function of Council staff (as it is a committee of Council)
- Members of the community may be invited to be members of a working party of the Singleton and District Disability Advisory Committee as affiliated members.

## 6. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure.
- The Committee will meet on the first Tuesday of every second month. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- The Chairperson of the Committee will chair all meetings. In the absence of the Chairperson, the second Councillor Delegate will chair the meeting.
- Motions arising at any meeting of the Committee will be decided by majority vote of the designated Committee members.
- Discussion of contentious issues concerning people with disabilities should not result in action being taken until and unless there is consultation with the relevant disability group.

- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

## 7. Quorum

- A quorum will be six (6) members including the Chairperson.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

## 8. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
  - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
  - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Interactions Between Councillors and Staff Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- Members shall observe the provisions of the Local Government Act in relation to declarations of interest in business placed before the Committee. Members shall also be aware of conflicts of interest that they may have and should not vote on any matter in which their private interest conflicts with the matter under discussion. Interest declared by any member shall be recorded in the minutes of the meeting.

## 9. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members

## 10. Observers and Visitors

- A Councillor who is not a member of a committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.

- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting or vote at the meeting.
- Interested persons may attend Committee meetings, but do not have voting rights.

## **11. Agendas and Minutes**

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded in the appropriate electronic document container.
- Minutes will be reported to Council for adoption or for information.

## **12. Evaluation and Review**

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the relevant Director and any other relevant stakeholders, as determined by the Chair.