

Disability Advisory Committee

Terms of Reference

PURPOSE	The purpose of the Disability Advisory Committee is to provide advice, information and recommendations (where appropriate) to Council on matters impacting the lived experience of people with a disability.
OBJECTIVES	<ul style="list-style-type: none"> • Raising systemic, structural, cultural and social barriers affecting the lives and opportunities available to people with a disability, their families and carers. • When required, working in partnership with Council officers to identify and recommend potential solutions to presenting issues and barriers. • Providing feedback to Council in relation to Council activities, policies, plans and infrastructure. • Increase the profile of people with a disability in the community and Council. • Providing input into the development and/or implementation of the Disability Action Plan.
AUTHORITY	The Committee operates in an advisory capacity only and has no delegated decision-making powers. Any recommendations made by the Committee will be submitted to the Council for consideration. Officers will close the loop on how advice received from the Committee was used.
MEMBERSHIP	<p>The membership of the Council Committee will comprise of:</p> <ul style="list-style-type: none"> • 1 Councillor (to act as Chairperson) for a 1-year term • 1 Councillor (to act as Substitute) for a 1-year term • Up to 15 members for up to a 4-year term.
ROLES	<p>The Committee will:</p> <ul style="list-style-type: none"> • Provide honest, considered, constructive and impartial advice to Council that will enhance Council decision making • Provide advice on strategic and other planning work to help set short and longer-term direction and action • Review and assess policies, projects or proposals as requested by the Council <p>All Committee Members</p> <ul style="list-style-type: none"> • Act with integrity. • Impartially exercise their responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage. • Avoid conflicts between their Committee role and their personal

	<p>and/ or professional interests and obligations.</p> <p>No individual member, including the Chairperson, has authority to make decisions or act on behalf of the Committee or express unauthorised views in a public setting.</p> <p>Chairperson</p> <ul style="list-style-type: none"> • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council. <p>Substitute</p> <p>In the absence of the Chairperson, the Substitute Councillor will take up the role of Chairperson for that meeting.</p> <p>Support</p> <p>Council Officer representatives provide administrative and technical support to the operation and facilitation of the Committee.</p> <p>Guest Council officers or other relevant speakers may be invited to present and/or participate in committee meetings depending on the agenda.</p>
RECRUITMENT	<p>A formal expression of interest and selection process is required.</p> <p>The outcome of a formal expression of interest process and assessment of applicants by officers will be presented to Council for determination.</p> <p>Applicants will be assessed based on the criteria set out in the Terms of Reference.</p> <p>Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria and provide a recommendation to Council on the appointments.</p>
MEMBERSHIP CRITERIA	<p>Membership criteria for the Disability Advisory Committee:</p> <p>Members must live, work, study or have a strong connection to the City of Whitehorse.</p> <p>Preference is given to people with lived experience of disability, including:</p> <ul style="list-style-type: none"> - People with Disability (8 members)

	<ul style="list-style-type: none"> - Family members and carers of people with disability (4 members) - Service providers/other representatives (3 members) - Other relevant representatives <p>It is also anticipated that a broad range of disability groups will be represented, including:</p> <ul style="list-style-type: none"> • Sensory • Physical • Intellectual • Neurological • Acquired Brain Injury • People with lived experience of mental illness
MEETINGS	<p>The Disability Advisory Committee will meet 4 times per year for a maximum of 2 hours each meeting. Meetings will be held in person but will have an option for joining online should this be required to maximise attendance.</p> <p>Council will provide relevant support to Disability Advisory Committee members to enable their participation in meetings and activities relevant to their role. This may include providing transport support and providing information in accessible formats.</p> <p>Quorum</p> <p>A meeting can only take place with a minimum quorum consisting of:</p> <ul style="list-style-type: none"> • At least one (1) Councillor and • 8 members <p>If a quorum cannot be met then the meeting must be rescheduled for a more suitable time and day.</p>
REPORTING	<p>A Record of Informal Councillor Meeting form must be completed during the Committee meeting for inclusion in the next Council Meeting Agenda.</p> <p>Advisory Committees are required to report to Council periodically on its work, in order to ensure accountability for its conduct and should directly reflect the Terms of Reference and be in line with their stated objectives.</p>

REVIEW	The Terms of Reference should be reviewed within 6 months of an election and thereafter every 2 years unless required sooner.
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Responsible Department	
Reference	
Version	
Status	<input type="checkbox"/> Draft <input type="checkbox"/> Adopted
Date Adopted	
Next Review	