



# Inclusion (Disability, Aged and Carers) Advisory Committee

## Terms of Reference

Adoption Date:	11 April 2023
Reports to Committee:	Finance, Community & Services Committee
Last Reviewed:	April 2023
Next Review Date:	September 2024
Division/Department:	Community & Customer Experience/ Community & Culture
Responsible Officer:	Manager – Community & Culture
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## Contents

1	Who are we .....	3
2	Background .....	3
3	What We Do .....	3
4	Advisory Committee Performance .....	3
5	Membership .....	4
6	Quorum .....	4
7	Strategic Advice .....	4
8	Term of Advisory Committee Membership .....	4
9	Delegation Authority .....	5
10	Meeting Procedures .....	5
11	Duties .....	5

## 1 Who are we

We are the Inclusion (Disability, Aged and Carers) Advisory Committee (the Advisory Committee).

## 2 Background

The Advisory Committee was established by Council resolution on 9 February 2021.

The Woollahra community has a significant aged population and that increased respectful inclusion and social participation opportunities for all members of our community is in keeping with a contemporary organisation's approach to provide an inclusive community for all.

## 3 What We Do

The Advisory Committee's key roles are to:

- Provide input to and comment on policies, plans and scheduled works regarding infrastructure, facilities, events, services, programs, systems and communication with people living with a disability, seniors or carers.
- Raise issues and suggest solutions in relations to disability and inclusion.
- Provide input into and review Council's Disability Inclusion Action Plan.

The Advisory Committee provides advice based on the experience in the areas of living with a disability, being elderly or being a carer or providing supports and services for member of the community who have disabilities are aged or are carers.

The Advisory Committee provides advice to assist making the Woollahra Local Government Area (LGA) a pleasant place to live and accessible for all. The advisory Committee provides feedback on Council, policies, strategies, plans and infrastructure as well as services and facilities.

## 4 Advisory Committee Performance

Every two years, the performance of the Advisory Committee will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Advisory Committee is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Advisory Committee may be required.

## 5 Membership

The Advisory Committee will consist of:

### Council representatives

- The Mayor
- Two (2) Councillors appointed by the Mayor, following an annual Expression of Interest (EOI) process undertaken with Councillors, noting that the Mayor will nominate the Chair of the Advisory Committee.

### Staff Representatives

- Up to two (2) Council staff, with a minimum of one (1) Manager level staff member being present at all meetings.

### Community Members

- Four (4) community members of the Woollahra Local Government Area will be members of the Advisory Committee, with at least:
  - One (1) member being a person living with disability;
  - One (1) person being a carer;
  - One (1) member being a local service provider who supports people with disabilities, the aged or carers in the Woollahra community;
  - One (1) person being aged 65 years or older who are able to contribute.

Community members will be paid a sitting fee for each meeting they attend in recognition of the expertise they bring to Advisory Committee meetings. This is in addition to being reimbursed for out of pocket expenses incurred due to attendance at meetings. Any changes to the sitting fees and/or payment of expenses are to be pre-approved by the Finance, Community and Services Committee.

## 6 Quorum

A minimum of one (1) Councillor and three (3) community members and shall constitute a quorum for a meeting.

## 7 Strategic Advice

The Advisory Committee may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement with a suitable business organisation.

## 8 Term of Advisory Committee Membership

The term of the Advisory Committee membership will run concurrently with the term of the Council, with the exception of Councillors who will be appointed by the Mayor annually when Council considers all committee appointments.

The staff membership will be at the discretion of the General Manager.

## 9 Delegation Authority

The Advisory Committee is an advisory committee only and has no delegated authority. The activities of the Advisory Committee will be reported to the Finance, Community & Services Committee as required. The Advisory Committee cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff.

## 10 Meeting Procedures

1. The frequency of the meetings of the Advisory Committee will be at a minimum quarterly and will meet as required or called by the Chair when Council has a significant obligation to consult on significant access issues, where advice or professional information is needed by Council or where Council identifies there is a need. Meetings will be held at Woollahra Council Chambers or online.
1. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Advisory Committee, not less than seven (7) days prior to the meeting.
2. Members of the Advisory Committee are requested to advise Council if they are not able to attend any meeting by contacting the appropriate Council staff prior to the meeting.
3. Minutes of all meetings shall be made accessible to the public.
4. Presentations to the Advisory Committee will be permitted at the invitation of the Chair. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.
5. Arrangements may be made for meetings to be conducted and/or attended electronically including attendance by invited guests. The confirmation of the minutes of meetings may also be conducted electronically. This will be at the discretion of the Chair.
6. Administrative support will be provided by Woollahra Council staff.

## 11 Duties

All Advisory Committee members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

## Chair

1. The Chair shall preside at all meetings of the Advisory Committee.
2. The Chair will determine the frequency of meetings. At the end of each meeting consideration is to be given to the date of the next meeting.
3. In the absence of the Chair, the Advisory Committee will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

## Advisory Committee Members

1. All Advisory Committee members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.
2. Act in a manner consistent with Woollahra Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.
3. Non-Councillors who are members of the Advisory Committee are voluntary and are paid a sitting fee.

## Staff

1. Advisory Committee meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. It is preferable that a minimum of two (2) staff attend meetings, with one to be a senior staff member.
2. The responsible staff member shall see that meeting notices, agendas and other information are forwarded to all Advisory Committee members at the appropriate times.
3. The responsible staff member shall submit all minutes of the Advisory Committee meetings to the Finance, Community & Services Committee for consideration and appropriate action.
4. Staff members may be required as part of their duties, to assist committee members prior to the meeting to be prepared and able to fully participate.

## Terms of Reference Amendments

Date	Responsible Officer	Description