



DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Disability Access and Inclusion Advisory Committee (the Committee) is established under Section 41 of the *Local Government Act, 1999*.

2. PURPOSE

- 2.1 The Committee is established for the purpose of assisting Council in enabling people with a disability to engage in all aspects of community life, and have equitable access to goods, services and facilities.
- 2.2 Specifically, the role of the Committee is to:
 - 2.2.1 Consider and make recommendations regarding implementation, monitoring and review of Council's Disability Access and Inclusion plan.
 - 2.2.2 Assist Council to meet its legislative requirements under the *Australian Disability Discrimination Act 1992* and the *South Australian Disability Inclusion Act 2018*
 - 2.2.3 Assist Council to communicate the access and inclusion plan both within Council and to the wider community.
 - 2.2.4 Act as an advisory committee to Council on disability access issues.
 - 2.2.5 Act as a link between Council and the community in relation to disability access issues.
 - 2.2.6 Support the community development role of Council by facilitating community responses to disability access issues.
 - 2.2.7 Assist Council to prepare, review and report on a disability access and inclusion plan.

3. MEMBERSHIP

- 3.1 The membership of the Committee shall consist of:
 - 3.1.1 Two Council Members of Council
 - 3.1.2 Two Community Members with understanding of access issues for people with disabilities.
 - 3.1.3 Two other persons with expertise in disability issues including members of relevant service agencies.
 - 3.1.4 The Mayor is appointed as ex-officio

3.2 The Committee may co-opt five additional persons if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

3.1 Appointment, Role and Term of The Chairperson

3.1.1 The Council shall appoint a Chairperson (Presiding Member) and determine the term of office. A Deputy Chairperson will be appointed by the Council or if not by the Council Committee. Both appointments shall be Elected Members of Council. (The Chairperson is to preside at all meetings of the committee at which he/she is present and in his/her absence, the Deputy Chairperson shall preside).

3.1.2 The Chairperson of a Committee is not excluded from debate but should be respectful and provide opportunity for all other committee members to contribute in a way that deliberations are not 'lead from the Chair'.

3.1.3 If both the Chairperson and Deputy Chairperson of the Committee are absent from a meeting, then the Mayor or delegate will preside at the meeting until the Chairperson or Deputy Chairperson is present.

3.1.4 The role of the Presiding Member includes:

3.1.4.1 Overseeing and facilitating the conduct of meetings in accordance with this Terms of Reference and Council Committee Meetings Procedures/Code of Practice, which is developed in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*.

3.1.4.2 Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and

3.1.4.3 Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

3.1.4.4 After considering advice from the Chief Executive Officer (CEO) or delegate, the Presiding Member of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting.

3.2 Term of Office

3.2.1 The term of office for each member shall be for two years or as resolved by the Council.

3.3 Vacancies

3.3.1 The filling of any vacancy occurring by resignation or removal of a member shall be approved by Council through a committee resolution. Nominations and appointment to vacancies must be from the same industry sector or representative body as the vacant position.

3.4 Removing Members

3.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice. Circumstances that may lead to a member being removed may include (but are not limited to):

3.4.1.1 If the Member breaches the relevant Code of Conduct.

3.4.1.2 If a member is declared to be (by a medical practitioner) not of sound mind.

3.4.1.3 If the member knowingly acts in serious breach of the Council's policies or the legislative provisions i.e. failing to declare a conflict of interest; not maintaining confidentiality; committing fraud or corruption etc.

3.4.1.4 If the member is convicted of any criminal offence which prescribes a term of imprisonment or brings discredit upon the Council or the Committee.

3.4.1.5 If the member is consistently unsupportive of the objectives of the Committee.

3.5 Leave of Absence

Any member absent for three or more consecutive meetings without apology or leave of the Committee shall have their position declared vacant and clause 3.3 shall be invoked.

4. ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

4.1 The role of a member is to:

4.1.1 Participate in the deliberations of the Committee, with regard to the policy and business which is before it;

4.1.2 Be mindful of the strategic objectives and policies of the Council as they relate to the business of the Committee;

4.1.3 Be conscious of the Committee resources, budget and DDA Action Plan, and the need for efficiency and effectiveness in the activities for which the Committee has been established;

4.1.4 Be well informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required;

4.1.5 Read thoroughly all reports, agendas and previous minutes prior to the scheduled meeting;

4.1.6 Be mindful of the potential for a "Conflict of Interest" to occur through participation on the Committee and to declare such Interests as and when they arise;

4.1.7 Promote the Disability Access initiatives of the Committee and Council;

4.1.8 Support the delivery of Committee initiatives where appropriate;

4.1.9 Represent the nominating sector, body or organisation honestly and fairly;

4.1.10 Observe confidentiality when it is required; and

4.1.11 Abide by the Council's volunteer code of conduct.

5. MEETINGS

5.1 Ordinary Meetings

5.5.1 The Committee shall meet at appropriate times and places as determined by the Committee and at least once per year.

5.5.2 The Chief Executive Officer or delegate is authorised, after consulting with the Chairperson of the Committee, to cancel the respective Committee meeting, if it is clear there is no business to transact for that designated meeting.

- 5.5.3 A meeting will be limited to a maximum of one and a half hours' duration unless the Committee resolves to extend the meeting to a particular time or the completion of business.

5.2 Special Meetings

- 5.2.1 Special Meetings may be called by the Chair or at least two members of the Committee at any time subject to consultation with the Chief Executive Officer or delegate.

5.3 Meeting Procedures

- 5.3.1 Meetings will be held in accordance with these Terms of Reference and Council's Committee Meeting Procedures/Code of Practice, developed in accordance with Chapter 6 of the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013* (Part 3).

5.4 Quorum

- 5.4.1 A quorum of the Committee shall constitute four members, one of whom shall be an Elected Member. If at the expiration of 15 minutes from the time of commencement of the meeting a quorum is not present, the presiding member will adjourn the meeting.

5.5 Presentations

- 5.5.1 The Committee may receive presentations from members of the community, an organisation or Council officer on matters directly related to Clause 2 – Purpose.
- 5.5.2 Presentations must not exceed 10 minutes except with the consent of the Committee.

5.6 Petitions

- 5.6.1 All petitions are received by Council. However, the Council may refer a matter arising from a petition to the Committee for consideration.

5.7 Notice of meetings

- 5.7.1 A notice of the meeting is to be provided to each Committee member in writing, setting out the date, time and location of the meeting; and be accompanied by an agenda.
- 5.7.2 The agenda for ordinary meetings of the Committee shall be forwarded to members of the Committee electronically (where possible and at least three clear days prior to the meeting).
- 5.7.3 A minimum of four hours' notice shall be given for any Special Meetings of the Committee.

5.7.4 A copy of the notice of meeting, agenda and accompanying reports shall be placed at the Council Office as soon as practicable following circulation to members of the Committee.

5.8 Minutes

5.8.1 Minutes shall be kept of all meetings of the Committee. Each Committee member shall receive a copy of the minutes within five days of the meeting of the Committee.

5.8.2 The minutes shall be confirmed at the next regular meeting with or without amendments.

5.8.3 One copy of all minutes shall be supplied to the Council before its next meeting following that of the Committee.

5.8.4 A copy of the minutes shall be placed on public exhibition at the Council Front Office within five days of the meeting of the Committee.

5.9 Mayor as Ex-Officio

5.9.1 The Council may appoint the Mayor of the Council as an ex officio member of all Council Committees (the Mayor will not be taken to be included in the membership of the Committee unless actually present at a meeting of the Committee).

5.9.2 The Mayor if appointed as ex-officio member of Council Committees should be provided with a copy of all Committee agendas and minutes unless advised otherwise.

5.10 Interruption of meetings by members

5.10.1 A Member of a Council Committee must not behave in an improper or disorderly manner; or cause an interruption or interrupt another member who is speaking (Regulation 29 of the *Local Government (Procedures at Meetings) Regulations 2013*).

6. CONFLICT OF INTEREST

6.1 Sections 74, 75, 75A, 75B, 75C, 75D of the *Local Government Act 1999* refer to conflict of interest provisions. Committee members need to be aware of the circumstances under which a conflict of interest may arise and declare that interest to the membership present at the meeting.

7. VOTING

7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

7.2 Each member of the Committee present at any meeting shall have one vote on any matter.

- 7.3 The Chairperson or Deputy Chairperson has a deliberative vote but does not, in the event of an equality of votes, have a casting vote.
- 7.4 Each member present at a meeting of the Committee must vote on all questions arising for a decision at that meeting.

8. SUB-COMMITTEES

- 8.1 The Committee may appoint appropriate sub-committees as it considers necessary provided that all actions of such sub-committees shall be approved or confirmed by the Committee (unless otherwise specified by Council).
- 8.2 The sub-committees may second non-committee members where particular skills are required. The nomination of seconded committee members shall be presented to the Committee for ratification. Seconded persons are considered members of the sub-committee with voting rights.

10. FINANCE

- 10.1 A record of the financial transactions relating to projects and initiatives undertaken by the Committee shall be maintained by Council's finance department.
- 10.2 The Committee shall, in association with staff, present an annual business plan of proposed committee activities for consideration during Council's annual budgetary process.
- 10.3 The Committee does not have the power to incur expenditure, unless approved by Council (via the budget).
- 10.4 Expenditure of approved funds is to occur in accordance with Council's Internal Control Manual and Procurement Policy including related procedures.

11. DELEGATIONS

- 11.1 Council may delegate matters to the Committee in accordance with Section 41 of the *Local Government Act 1999*.
- 11.2 The Committee may:
- 11.2.1 Approve Minutes as a true and accurate record of proceedings.
 - 11.2.2 Appoint a Deputy Chair (If not provided by Council).
 - 11.2.3 Approve their work plan and annual report of the Committee.
 - 11.2.4 Form sub-committees and project groups.
 - 11.2.5 Determine if a matter should be considered in confidence.

12. PUBLIC ACCESS

- 12.1 Meetings of the Committee shall be held in Public.
- 12.2 The Committee may resolve to exclude the Public from attendance at the meeting if it is considered necessary to receive, discuss or consider in confidence, any information or matter listed in Section 90 (3) of the *Local Government Act 1999*.

12.3 Minutes, agendas, reports and documents produced by the Committee may be inspected at the Council Front Office at any time or viewed on Council's website.

12.4 Matters subject to a resolution in terms of the confidentiality provisions will be excluded from inspection or purchase for a period as determined by the Committee.

13. REPORTING AND ACCOUNTABILITY

13.1 The Committee shall report (via the minutes) to the next available meeting of the Council with a covering report highlighting recommendations to Council.

13.2 The Committee will review its performance against these Terms of Reference annually and the result of these reviews will be submitted to Council and reported in Council's annual report.

13.3 Staff

13.3.1 The Committee shall be supported by the services of Council's Community Wellbeing staff as approved by the Chief Executive Officer.

13.3.2 The Chief Executive Officer and or Director Community and Development may from time to time invite additional staff to attend meetings where the topic of discussion directly relates to their role.

13.3.3 Council staff in attendance will be there in a professional advisory or support capacity only and do not have voting rights.

13.3.4 The Manager Community Wellbeing will coordinate administrative support for the Committee. Such support will include the preparation and distribution of the notice of meeting, agenda, reports, recording of minutes and subsequent distribution. Council administration will also be responsible for arranging the meeting venue and assist with facilitating presentations to the Committee.

14. AUDIT

14.1 The Auditor appointed by the Council from time to time shall be the auditor of the Committee finances and administrative procedures.

14.2 The Committee must cooperate with Council's Internal Audit Committee, established pursuant to section 126 of the *Local Government Act 1999*, and comply with the requirements within Council's Internal Control Manual.

15. MEDIA PROTOCOL

15.1 Members are not to speak to media in their capacity as Committee members.

15.2 In accordance with Council's Media Policy, the Mayor and the CEO are the principle spokespersons for the Council.

16. LIABILITY OF MEMBERS

16.1 In accordance with Section 41 (12) of the *Local Government Act 1999*, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties. However, protection under these provisions may not apply for a breach of the Council's Election Caretaker Policy.

17. DISSOLUTION

17.1 The Council may at any time abolish the Committee. Such an action by the Council may include but is not limited to:

17.1.1 The Committee has fully achieved its purpose for establishment.

17.1.2 The Committee has become unproductive.

17.1.3 The Committee can no longer attract membership.

17.1.4 The Committee no longer serves the service priorities and/or core business of the Council.

17.1.5 Legislation has changed the roles and responsibilities of the Council.

18. INTERPRETATION

18.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

19. ALTERATION OF THE TERMS OF REFERENCE

19.1 The Council may, at any time, either on its own initiative or at the request of the Committee, alter, delete, or add to any provisions of these Terms of Reference.

20. ADOPTION BY COUNCIL

20.1 These are the functions and rules of the Disability Access Committee and have been approved by the Council, by resolution passed on the 24 July 2017 and

20.2 Amended to reflect resolution (OC1562018) of Council on 26 March 2018

20.3 Amended by Council 23 April 2018.

20.4 Amended to reflect resolution (OC5052018 and OC5072018) of Council on 27 August 2018.

20.5 Amended to reflect resolution of Council on 26 November 2018

20.6 Amended to reflect resolutions (OC6452018 and OC5042019) of Council on 22 July 2019

20.7 Amended to reflect resolution (OC6012019) of Council on 26 August 2019

20.7 Amended to reflect resolution (OC6052019) of Council on 23 September 2019

20.8 Amended to reflect resolution (OC7452019) of Council on 28 October 2019

20.9 Amended to reflect resolution (OC5472020) of Council on 26 October 2020

20.10 Amended to reflect resolution (OC1832021) of Council on 27 April 2021

20.11 Amended to reflect resolution (OC3662021) of Council on 23 August 2021

20.12 Amended to reflect resolution (OC3762022) of Council on 22 August 2022

20.13 Amended to reflect resolution (OC4792022 and OC4812022) of Council on 12 December 2022

20.14 Amended to reflect resolution (OC912023) of Council on 27 March 2023

SCHEDULE 1

DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE

Committee Membership

| Member | Representative | Appointed | Expire |
|-----------------------|----------------------|---------------|------------|
| Expert/Agency Member | Kaye Reeves | 27 March 2023 | March 2027 |
| Expert/Agency Member | Kerry Taylor | 27 March 2023 | March 2027 |
| Community | Emiko Artemis | 27 March 2023 | March 2027 |
| Community | Donna Brook | 27 March 2023 | March 2027 |
| Co-opted | Judith Leak | 27 March 2023 | March 2027 |
| Co-opted | Joanne Russell | 27 March 2023 | March 2027 |
| City of Victor Harbor | Cr Angela Schiller | 12 Dec 2022 | Nov 2024 |
| City of Victor Harbor | Cr Marilyn Henderson | 12 Dec 2022 | Nov 2024 |
| Mayor (ex-officio) | Dr Moira Jenkins | 12 Dec 2022 | Nov 2026 |

| Office Bearers | |
|----------------|--------------------|
| Chair | Cr Angela Schiller |