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# DISABILITY AND CARERS ADVISORY COMMITTEE

## Terms of Reference

AUGUST 2019

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### 1. Name

The name of the Committee shall be the ***Disability and Carers Advisory Committee.***

### 2. Purpose

To advise and make recommendations to Council, on a range of strategic issues which affect the quality of life of people with disability, their families and carers living in and visiting the City of Kalamunda.

### 3. Objectives

To support the goals of being a community that cares for its frail, aged and people living with disability through:

- a) Considering provision of services, facilities and programs for people living with disability, their families and carers and visitors to the City of Kalamunda.
- b) Considering issues pertaining to the implementation of the Disability Access and Inclusion Plan (DAIP).
- c) Seeking to identify any opportunities to improve inclusion and reduce social isolation for all community members.
- d) Provide advice and recommendations to Council in respect to disability, disability services and improvement of access.

### 4. Councils Strategic Alignment

*Kalamunda Advancing Strategic Community Plan to 2027*

OBJECTIVE 1.1 - To be a community that advocates, facilitates and provides quality lifestyles choices.

### 5. Membership

#### 5.1 Qualification to be a Member

Appropriate skills knowledge or interest in disability access and inclusion.

#### 5.2 No. of Members

A total membership of eight, appointed by Council and comprising: -

- i. One Councillor.
- ii. Up to five community representatives with a disability or who have experience and interest in access and inclusion of people with disability.

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- iii. Up to two organisations providing services to people with disability.
  - iv. A senior management staff member will be appointed to attend the meetings for the purpose of providing guidance and advice to the Committee but will not be entitled to vote.

### **5.3 Deputy Members**

All Council delegates are required to have a deputy appointed and all other members are entitled to have a deputy appointed, who is to attend in the absence of the member.

### **5.4 Term of Appointment**

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

### **5.5 Resignation or Termination of Membership**

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

## **6. Election of Presiding Member and Deputy Presiding Member**

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

## **7. Meetings**

### **a) Conduct of Meetings**

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

### **b) Inductions**

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

### **c) Scheduling of Ordinary Meetings**

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

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**d) Special or Extra Meetings and Working Groups**

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3<sup>rd</sup> of the members of the committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee.

**e) Quorum**

A quorum shall consist of at least one half of the appointed members.

**f) Disclosure of Interests**

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

**g) Voting**

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

**h) Agendas and Minutes**

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.

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- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
  - x. All recommendations made by the Committee will be reported to Council for consideration.
  - xi. All minutes will be tabled at the next Ordinary Council Meeting.

## **8. City of Kalamunda Administrative Support**

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.