



Inclusion (Disability, Aged and Carers) Advisory Committee

Terms of Reference

Adoption Date:	9 February 2021
Reports to Committee:	Finance, Community & Services
Last Reviewed:	9 February 2021
Next Review Date:	
Division/Department:	Community Services
Responsible Officer:	Manager - Community Development
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1 Who are we

Community members of the Inclusion (Disability, Aged and Carers) Advisory Committee are people who will provide advice based on their experience in the areas of living with a disability, being elderly or being a carer. They will provide advice on the development, implementation, monitoring and review of Council policies, strategies, plans and infrastructure to assist in making the Woollahra LGA a pleasant place to live and move around for all.

2 Background

The Inclusion (Disability, Aged and Carers) 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 Inclusion (Disability, Aged and Carers) 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 with disability, seniors and carers.
- Raise issues relating to accessibility and inclusion.
- Provide input into a review and update of Council's mandatory Disability Inclusion Action Plan.

4 Membership

Woollahra Councillors

The Mayor and up to 2 Councillors as nominated by the Mayor.

Staff Representatives

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

Community Representatives

Four residents of the Woollahra Local Government Area will be members of the Inclusion (Disability, Aged and Carers) Advisory Committee, with at least 1 member being a person living with disability, 1 person being a carer and 1 person being aged 70 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 Inclusion (Disability, Aged and Carers) 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.

5 Strategic Advice

The Inclusion (Disability, Aged and Carers) 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.

6 Term of Advisory Committee Membership

The term of Inclusion (Disability, Aged and Carers) Advisory Committee membership will be every two years.

7 Quorum

A minimum of 3 residents and 1 Councillor shall constitute a quorum for a meeting.

8 Delegation Authority

The Inclusion (Disability, Aged and Carers) Advisory Committee is an advisory committee only and has no delegated authority. The activities of the Inclusion (Disability, Aged and Carers) Advisory Committee will be reported to the Finance, Community & Services Committee as required. The Inclusion (Disability, Aged and Carers) 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.

9 Meeting Procedures

1. The frequency of meetings of the Inclusion (Disability, Aged and Carers) Advisory Committee will be at the discretion of the Chair with not less than one meeting to be held per quarter.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Inclusion (Disability, Aged and Carers) Advisory Committee, not less than seven (7) days prior to the meeting.
3. Members of the Inclusion (Disability, Aged and Carers) 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.
4. Minutes of all meetings shall be made accessible to the public.
5. Presentations to the Inclusion (Disability, Aged and Carers) Advisory Committee will be permitted at the invitation of the Chairperson.

6. 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.
7. Secretarial and professional support will be provided by Woollahra Council staff.

10 Duties

Inclusion (Disability, Aged and Carers) 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 Inclusion (Disability, Aged and Carers) Advisory Committee.
2. In the absence of the Chair, the Inclusion (Disability, Aged and Carers) 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.
3. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Members

1. All Inclusion (Disability, Aged and Carers) 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.

Staff

1. Inclusion (Disability, Aged and Carers) 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 Inclusion (Disability, Aged and Carers) Advisory Committee members at the appropriate times.

3. The responsible staff member shall submit all minutes of the Inclusion (Disability, Aged and Carers) Advisory Committee 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.
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Terms of Reference Amendments

Date	Responsible Officer	Description