

JULY 2020

TERMS OF REFERENCE: STONNINGTON DISABILITY AND ACCESS COMMITTEE

NAME: Stonnington Disability and Access Committee

SCOPE: The primary goal of the Stonnington Disability and Access Committee is to provide Council with advice on matters relating to people living with disability, their families and carers who live, work, study or visit the City of Stonnington. Committee members will also provide feedback on the progress of the City of Stonnington Inclusion Plan 2019-2022.

OBJECTIVES:

- Provide advice and feedback on relevant Council policy, protocol, and programs, including Council's Inclusion Plan.
- Act as a consultative mechanism and advisory panel to broaden consultation with people living with disability in the planning and development of Council and local policy, programs, and services that go directly to access / disability.
- Promote awareness of access and inclusion issues; within Council and the wider Stonnington community.
- Identify systemic discrimination and provide advice to Council Officers to assist them to address these issues.
- Suggest ways of effectively engaging people living with disability, their families and carers in the community in relevant community services, events, and issues.
- Strengthen understanding, and provide responses to questions from Council, of access and inclusion issues.
- To be representative and advocate on behalf of people living with disability from our diverse community, including those people who identify as lesbian, gay, bisexual, transgender, intersex, queer or asexual and people of Aboriginal or Torres Strait background, people experiencing financial disadvantage and our multicultural and multifaith communities.

SPECIFIC TASKS:

At a minimum, the Committee will undertake the following tasks:

- Hold an annual community forum, which invites the broader community to attend to hear ideas and concerns of people who area living with disability, their families, and carers.
- Establish a network with neighbouring Councils and relevant community organisation's Disability Advisory Committees. The network is to be made up of members from Disability Advisory Committees supporting a collaborative approach to larger scale projects where common goals are identified and which require increased resourcing- with a reporting requirement back to Council
- Nominate representatives, and be involved in, existing networks within Council either on an adhoc or continuous basis. For example, for example the Positive Ageing Committee and Youth Network

MEMBERSHIP

The Committee membership will comprise 12 members including:

- A Councillor as chair
- A Deputy Chair will be appointed by the members
- Independent members living in the City of Stonnington who meet at least one of the following categories:
 - People living with disability

- Carers for someone living with disability
- Appointed representatives from local disability agencies.

Council officers attending meetings are not included in Committee numbers and do not have voting rights.

SELECTION PROCESS

The selection process for membership involves calling for applications. An advertisement may be placed in the local media and/ or on Council's website. Specific representatives may also be invited to apply. An application form must be completed by interested parties and all applications will be assessed against the selection criteria. Nominated applicants will be presented to Council for endorsement.

TERM OF APPOINTMENT

- Appointments will be made for an initial two year term.
- Members completing the first two year term may re-apply for a second and third term, not exceeding a total of six years continuous service before a break of at least one term.
- Council will appoint a Councillor to chair the meetings.
- Council may appoint a second Councillor to the Committee.
- Members are free to resign at any time. This must be received by the Chair in writing and will be effective from the nominated date.
- New members will be recruited as need arises.

MEETINGS

- **Frequency and duration**
 - The Committee will meet five (5) times annually in February, May, July, September and November.
 - Meetings will be held via Zoom (or other online product as appropriate) for a trial period of 12 months, to be reviewed for effectiveness.
 - Meetings will be held outside business hours.
 - In special cases, a meeting may be cancelled or re-scheduled.
- **Attendance and record of meetings**
 - It is expected that each member of the Committee will attend the scheduled meetings, as per the annual schedule.
 - All meetings will have an agenda and a record of minutes. The Chairperson will oversee the preparation of the agenda in consultation with senior Council staff. Agenda items can be submitted by any committee member prior to the finalisation and distribution of the agenda.
- **Conduct Principles**

Committee members are expected to:

 - Actively participate in committee discussions and offer their opinions and views.
 - Treat all persons with respect, having regard for their opinions, rights and the responsibilities of others.
 - Act with integrity;
 - Attend each meeting where practical (at least 60%);
 - Avoid conflicts of interest and the release of confidential information.

- **Mutual Respect Charter**

City of Stonnington have adopted a Mutual Respect Charter which is based on the principle of mutual respect and cooperation and supports our values of providing a safe and respectful workplace. It outlines the rights and responsibilities of the community, Councillors and staff in all Council-related interactions.

The Charter sets out a shared responsibility for:

- Safe workplace expectations for our staff in dealing with the community and our customers.
- Our commitment to serving the community and what people can expect when interacting with Council and its staff.

Please read the [Mutual Respect Charter](#)

- **Quorum**

- 50% + 1 committee member shall constitute a quorum.
- Decisions require more than half of the Committee to be present. While it is preferable that decisions are made by consensus, there may be circumstances where a matter is decided by a vote; in which case each member is entitled to one vote.

- **Support for Committee Members**

- Where meetings and forums are not held virtually, Council will arrange transport assistance for any member of the Committee who is otherwise unable to attend a meeting or forum without such assistance.
- Council will assist with additional supports where required by a Committee member with disability in order that they can attend a meeting or prepare for a meeting (including communication support and supporting material in an individual member's preferred format).
- Council requires reasonable notice (at least 1 week) of a need for assistance in order to prepare and provide that assistance efficiently and effectively

REVIEW

The Terms of Reference will be revised as required.

CONFLICT OF INTEREST

The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Committee must be aware of their responsibilities with regards to the management of interests in relation to the discharge of their duties as committee members.

Any matter identified by a committee member to constitute a Conflict of Interest shall be reported to the Chair, either prior to a meeting or before the specific item is discussed.