



Disability Advisory Group Terms of Reference

PREAMBLE

A Working Group of Council may be established by resolution of the Council to assist the Council in the performance of its functions, to inquire into and report to the Council on matters, provide advice to the Council and to exercise, perform or discharge delegated powers, functions or duties.

1. Establishment of the Disability Advisory Group

Council establishes a Working Group to be known as the Disability Advisory Group (referred to in these Terms of Reference as 'the Advisory Group') as a Council Working Group.

2. Advisory Group Objectives

To provide advice and work collaboratively with Port Augusta City Council in the development and implementation of strategies which aim to ensure that the City of Port Augusta is an inclusive and accessible city for people with a disability now and into the future.

3. Advisory Group Activities

- To provide insight and advice to Council on issues of inclusion and access in relation to Council facilities, programs and civic participation.
- Identify community needs in relation to inclusion and access and provide feedback on these needs to Council.
- Raise the profile of those groups in our community who are disadvantaged in relation to inclusion and access.
- Promote and support the integration of the Disability Access and Inclusion Plan.
- Improve public knowledge and awareness in relation to inclusion and access.

4. Membership:

Membership of the Advisory Group shall comprise the following:

- 8 Members of the community with lived experience across a range of disabilities.
- Community Development Officer
- Director Corporate and Community Services
- A nominated Elected Member, and a proxy.

Other Council Officers or guests may be invited to attend meetings in relation to specific agenda items.

5. Presiding Member of the Advisory Group

Council's Director Corporate and Community Services will chair the Disability Advisory

Group.

In the absence of the Presiding Member, the members present will nominate a member to assume the role of the Presiding Member, for the purposes of chairing the meeting.

6. Term of Office

Membership of the Advisory Group terminates at the end of each Council term. The purpose and necessity for the Advisory Group will be reviewed by the new Council.

7. Reporting Arrangements

- The Disability Advisory Group reports and makes recommendations to the Council on any item on the Working Group agenda.
- Reporting Officers of Council as designated by the Chief Executive Officer, shall provide written reports on specific issues that arise from the Disability Advisory Group.
- Council Officers to provide reports to the Working Group with recommendations that they require comment on (frequency of these to be determined and finalised when standing agenda items are finalised).
- Disability Advisory Group minutes, which will also include recommendations, will be forwarded to Council for approval.

8. Confidentiality

The confidential provisions of the *Local Government Act 1999* shall apply to ALL members of the Advisory Group. This in short means that those matters that are deemed to be 'confidential' (which includes the report discussions and any resulting decision) **must remain confidential** and is not to be discussed outside the forum of the Working Group Meeting, until the matter is discussed and determined by the Council. There are substantial penalties for breaches of confidentiality.

9. Delegated Authority

Not applicable.

10. Conduct and Conflict of Interest of Advisory Group Members

Elected Members of the Advisory Group must comply with the Code of Conduct for Elected Members as published by the Minister for the purposes of Section 63 (1) of the *Local Government Act 1999* and Chapter 5 Part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

As a member of the Advisory Group, you must not make improper use of your position to gain (directly or indirectly) an advantage for yourself or for another person closely associated with you. You must make sure there is no conflict between your private interests and your role as a public decision maker.

As a Advisory Group Member you will have to declare what your interest is in any matter before the Advisory Group.

11. Media and Spokespersons

All media activities, releases and commentary will be undertaken in accordance with the Council Media Policy.

Members of the Disability Advisory Group are not authorised to speak with media regarding the Disability Advisory Group or actions of the Council unless otherwise approved by Council.

12. Meeting Times & Place

Disability Advisory Group meetings are to be held at least 3 times per year commencing at an agreed time by the Advisory Group.

The location of meetings will be determined. Attendance may be via teleconference or video conference if required.

12. Quorum & Voting by Members

At all meetings of the Advisory Group, a quorum shall be 4 members who are not officers of the Council.

Each member of the Advisory Group present at a relevant meeting must vote of any motion put at that meeting.

The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote.

13. Meeting Procedures

Meetings of the Disability Advisory Group will be held in accordance with:

- i) *Local Government Act 1999*
- ii) *Local Government (Procedures at Meetings) Regulations 2013*

15. Liability and Insurance

Pursuant to Section 80 of the *Local Government Act 1999* Council must take out a policy of insurance insuring every member of the Council, and a spouse, domestic partner or another person who may be accompanying a member of the Council, against risks associated with the performance or discharge of official functions or duties by members.

16. Administrative Support

To be provided by the Community Development Officer (or another Officer acting in that position), including arranging the preparation of agendas, ensuring reports are provided as required and ensuring that Advisory Group decisions are implemented.

17. Sitting Fee

The payment of travel expenses (including car parking fees, travel by taxi, bus, or other means of public transport) will be reimbursed, where they are incurred as a consequence of the working group members' attendance at a meeting or activity of the working group, on the condition that receipts or other evidence of expenditure must be submitted.