

Hamilton City Council Disability Advisory Groups

Terms of Reference

Purpose

As Advisory Group Members, “Members” of the **Hamilton City Council Disability Advisory Group** have an important role in helping to build a more accessible and inclusive city. This Terms of Reference represents a commitment from the Members to work collaboratively and maintain a conducive working relationship.

The role of Members includes:

- Providing feedback and advice on Strategies, Plans, Projects, and Council matters requiring a Pan Disability, Accessibility, and Inclusion lens.
- Monitoring the implementation of the Disability Policy Action Plan.
- Ensuring issues affecting the disabled community are effectively prioritised.
- Effective Relationships and Networking with the Disability Sector.
- Providing support and advice to the HCC Disability Advisor on disabled persons issues.
- Supporting the Council's community governance structure by providing advice.

Membership Eligibility and Selection Criteria

Members should have:

- Lived experience, have family members with a disability, be an advocate/self-advocate, or professional working in the disability sector.
- Awareness of Universal design and Enabling Good Lives Principles.
- Knowledge and experience of working with and advocating on disability issues.
- Can consult effectively with the disability sector and have strong personal networks in the sector.
- Skills and knowledge which will contribute to the aims of the group.
- Can understand and represent interests broader than those of a specific disability group or organisation.
- Proven ability to work cooperatively and positively in a group environment.
- An understanding of Te Tiriti O Waitangi – The Treaty of Waitangi.

Members Appointment

- The advisory group will consist of up to eight appointed members from the Disability Sector.
- Appointment to the Advisory Group will occur through an Expression of Interest Process.
- Applicants will be interviewed and appointment by a Panel, including one Elected Member, HCC Community Development and Grants Manager, HCC Disability Advisor.
- A Chairperson will be appointment by the Appointment Panel and will be responsible for Chairing and setting the meeting agenda with the HCC Disability Advisor.

A member may receive notification in writing terminating their membership where they:

- Fail to attend any three meetings per year without valid reason.
- Underperform in their duties by failing to adequately prepare for meetings or meet deadlines without valid reason
- Breach of Advisory Group Terms of Reference set out in this document, Advisory Group Conflict of Interest Declaration and Honorarium Guidelines.
- Brings Council into disrepute or their membership entails a significant conflict of interest that has not been disclosed.

The Chair and Disability Advisor must first raise the issues directly with the member and try and resolve by mutual agreement. If under performance continues the Chair and Disability Advisor can recommend to the Community Development and Grants Manager that the member be removed.

Tenure of Membership

The appointment is for three years, with the right of renewal for one further term commencing from 4 August 2025 to 31 July 2028.

Members will inform in writing their intention to terminate the tenure of their membership early.

Remuneration and Expenses

- Members are paid an honorarium for attendance \$110.00 per meeting of two hours.
- The Chair will receive a meeting fee of \$150.00 per meeting in recognition of their additional responsibilities.
- Members honorarium will be paid via direct bank credit or gift voucher.
- Members who wish to receive payment via direct credit will need to set up their own provisions for receiving payment and paying tax. Information on Honorarium can be found on the IRD website [here](#).

Meeting Attendance

- Ordinary Advisory Group meetings of two hours duration will be held approximately every eight weeks.
- Advisory Group members may be asked to attend additional meetings throughout the year for specialised consultation projects and supporting Council work on urgent accessibility and policy matters.
- A provisional meeting schedule will be agreed once the year's intake of members start their appointments. This schedule can be varied throughout the year if required.
- Training on Council governance and relevant processes will be provided at start of each member term.

Approval is required from the Chair and Disability Advisor to attend a meeting online where a members' personal circumstances require them to do so.

Support Requirements

Members may bring a support person to meetings as needed. Members will need to discuss their individual support requirements with HCC Disability Advisor

Confidentiality

If Members receive information that is confidential, they must ensure it remains confidential.

Confidential information is normally deemed to be such because its public release will cause some harm, either to the Council or to other parties.

Conflict of Interest

The Members' role is to represent the views of their community not their own personal interests. It is important that members declare any actual or potential conflicts of interests. These include both financial and non-financial conflicts of interests.

It is the Members' responsibility to declare these conflicts of interest and complete a signed conflicts of interest register.

Meeting Protocols

The advisory group may invite presentations from external organisations and individuals in scheduled meetings if topics are relevant to the panel's strategic agendas. The Chair approves such external presentation in consultation with the Disability Advisor.

Quorum

The quorum required for resolution at meetings will be half the Members, inclusive of the Elected Member and Disability Advisor.

Media

The Advisory Group may issue media releases through Council's Communication Unit on Council Matters or issues of importance to the Disability Sector. The Chair is the first point of contact for the official view of the panels on any issue.

No other member may comment on behalf of the Advisory Group without having first obtained the approval of the chair.

Response to media enquiries

In the event that a member receives a request for panel comment directly from a journalist or media outlet, the Member is required to forward the request immediately to the Disability Advisor as well as the Chair.

Where a journalist or media outlet seeks an individual Member's views, the Member will:

- make clear that the views presented represent the personal views of the individual member
- ensure that information presented is consistent with information provided to the panel
- always maintain the integrity of the Advisory Group and Hamilton City Council.

Personal views

Members are free to express a personal view in public or in the media, at any time. When doing so, they should observe the following:

- comments must make clear that they represent a personal view and must not state or imply that they represent the views of the panels
- where a Member is making a statement that is contrary to a panel policy, the Member must not state or imply that his or her statements represent a majority view
- comments to the media must observe the other expectations of general conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

Disability Advisor

HCC Disability Advisor will:

- Set meeting timetable with the Chair at the beginning of the year so that Staff and Elected Members are well informed of timeframes for presenting any matters to the Group.
- Scope and identify topical issues to raise at the meeting,
- Bring projects and policy for review and feedback.
- Identify work programme for achieving actions in the Disability Policy Action Plan
- Provide advice and support on Council Matters to the Chair and Advisory group to undertake their activities.
- Arranges recruitment and induction of Members

Employees of Hamilton City Council

Members will:

- Not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- Avoid publicly criticising any employee in any way
- Raise concerns about an employee only through the employee's employer.

Working Relationship:

It is important Members treat others with respect, including other Members, Employee Contractors and Elected Members. It is expected that Members will treat them in a courteous, fair and equal manner.

Complaints

A complaint about a member's conduct will be made to the chair of the panel in the first instance, who will counsel the Member concerned. Alternatively, concerns about the conduct of any Member or chairperson may be raised with the Disability Advisor.

Review

The Terms of Reference will be reviewed as required. The advisory group will be involved in the review. All changes to the Terms of Reference will be approved by Hamilton City Council.

Declaration

If you agree to these Terms of Reference, please sign the section below as

Name: _____

Signed: _____ Date: _____

Disability Advisory Group Member

Name: _____

Signed: _____ Date: _____

HCC Disability and Older Persons Advisor