



Maribyrnong Disability Advisory Committee

Terms of Reference

Name: Maribyrnong Disability Advisory Committee

Disability Advisory Committee		Terms of Reference
Approved by:	Council	
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1. Purpose

The purpose of the Maribyrnong Disability Advisory Committee is to advise Council on the needs and lived experience of people who identify as part of the disability community in Maribyrnong.

2. Objectives

- a. To inform Council on the emerging needs, issues and barriers facing people with disability in Maribyrnong.
- b. To consider and provide advice to Council on key initiatives, programs and best practice options on culturally safe and inclusive actions that address the needs of people with disability and carers.
- c. Contribute advice, insights and perspectives into the development of strategies, plans, policies relevant to the Committee's focus
- d. To support Council's commitment in promoting and advocating for equality, inclusion, diversity and human rights of the people with disability within the wider context of the Maribyrnong community.

3. Definitions

Chairperson	means either the Councillor as appointed by Council, or a relevant Senior Officer of Council Staff, or a delegate of the committee.
Deputy Chairperson	means an alternative delegate, in the absence of the Chairperson.
Committee	means the Maribyrnong Disability Advisory Committee.
Community Member	is a member of the Committee who is not a Councillor or a member of Council staff.
Council	means Maribyrnong City Council
Councillor	means a Councillor of Maribyrnong City Council.
Disability community	means an individual or members of the community who identify with being part of the disability community.
Council Officers	means employees of Maribyrnong City Council.

4. Roles and Responsibilities

The role of the Member is to support Council by providing information and considered advice on the needs of the people with disability, families, carers and communities in Maribyrnong.

The core responsibilities of the Committee are:

- a. Assist Council in understanding the lived experience, local needs and issues associated with people with disability, families carers and communities.
- b. Contribute advice and feedback to the development of relevant strategic

documents relating to people with disability.

- c. Provide a forum to engage and strengthen stakeholder relationships, networks and alliances for the people with disability within Maribyrnong
- d. Identify and advocate for new initiatives and partnership opportunities with Council and people with disability, Victorian Government, community organisations and the private sector.
- e. Promote and advocate for inclusive and safe accessible and inclusive cultural experiences, businesses, spaces and places, events and festivals in the city.
- f. Provide advice to Council on projects, programs and/or initiatives that would benefit from the perspective of people with disability.

5. Membership

The Committee will be convened by Council and shall comprise:

- a. Up to three (3) Councillor representatives appointed by Council as members of the Advisory Committee.
- b. At least one (1) senior Council Officer from the Community Life Directorate, namely the Director Community Services or the Manager Inclusive Communities.
- c. Up to ten (10) community members.
- d. Up to three (3) representatives from community controlled organisations, agencies or service providers who have a strategic link with the Disability Action Plan in Maribyrnong may be invited to attend the Advisory Committee. Organisational representatives will not be considered members of the Advisory Committee and will not hold any voting powers.

A broad representation of the community will be sought, based on ensuring a balance of gender, sexual orientation, age range, cultural diversity, disability backgrounds.

5.1 Committee composition

Name	Type of Appointment	Term
Up to ten (10) community members.	Appointed	1x Council term = 2 years
Up to three (3) organisational representatives.	Invited, non-voting	Ongoing
Up to three (3) Councillors.	Councillor	Annually, as decided by Council
Director	Council staff	Ongoing
Manager/Coordinator	Council staff	Ongoing
Other Council staff	Council staff	As required

5.2 Method of Appointment

5.2.1 Community Members

Council shall undertake an expression of interest (EOI) process calling for community members to establish the Committee.

The following criteria shall apply for the selection of Members:

- a. Applicants must have a connection with the City of Maribyrnong e.g. live, work, study or have another demonstrated affiliation with the municipality;
- b. Qualifications, skills and other attributes of the applicant;
- c. A broad geographic distribution of applicants, in terms of the physical location and connection within municipality;
- d. Broad representation of applicants that reflect the diversity of Maribyrnong;
- e. Demonstrated knowledge of and commitment to diversity, equality, and inclusion.
- f. Applicants must have an interest in and an understanding of the needs, opportunities and challenges impacting local people with disability, families and communities in Maribyrnong.

5.2.2 Organisational Representatives

Council will seek representation from up to three organisations that demonstrate strategic alignment with the Advisory Committee's purpose and focus areas.

Organisations may be identified through existing partnerships, emerging collaborations, or targeted outreach where Council seeks to strengthen relationships with key stakeholders. Appointment may occur through invitation, direct nomination, or an expression of interest process, as determined appropriate by Council.

The following considerations shall apply for the selection of organisational representatives:

- a. The organisation's alignment with the objectives and priorities of the Advisory Committee;
- b. The organisation's demonstrated expertise, influence, or reach within the Committee's focus area;
- c. The value of existing or potential partnership opportunities between Council and the organisation;
- d. The organisation's capacity to contribute constructively to strategic discussions and collaborative initiatives; and
- e. A balance of representation across sectors and communities relevant to the Committee's scope.

5.3 Term of Appointment

5.3.1 Community members will be appointed for a term of up to two (2) years, aligning with the Council term.

5.3.2 To ensure continuity of membership, appointments will be staggered so that approximately fifty per cent (50%) of community positions are re-appointed or

re-advertised at mid-term (every two years).

- 5.3.3 For the initial establishment of the Committee, half of the appointed community members will be designated for an initial one (1) year term, with the remaining members appointed for a two (2) year term. Thereafter, all subsequent appointments will be for two (2) years.
- 5.3.4 At the conclusion of a member's term, all positions are subject to re-nomination. Existing members may re-apply and be considered for re-appointment for a further term, subject to performance, attendance, and contribution.
- 5.3.5 Organisational representatives will be appointed for an open term, subject to biannual review (every two years) or as otherwise determined by the Chairperson and Council Officers to ensure continued strategic alignment and active participation.
- 5.3.6 Councillor representatives shall be appointed to the Committee for a period of one (1) year, with appointments made in November each year or as determined by Council.
- 5.3.7 In the event that a member resigns or their position becomes vacant during the term, Council may appoint a replacement member to fill the casual vacancy for the remainder of the original term, maintaining the balance and continuity of membership.

5.4 Induction

Upon appointment, all new Members are required to complete an induction program prior to attending their first Committee meeting. The induction may be delivered online or in person and will provide an overview of Council's governance framework, the Committee's purpose and responsibilities, and key policies relevant to the role.

The induction will include, but is not limited to:

- Completion of the Volunteer Induction Checklist;
- LGPro Advisory Committee Training;
- *Welcome to Council* (Governance and Structure); and
- Review of the Code of Conduct Handbook.

Members are also required to complete the following mandatory eLearning modules (which may be updated as required):

- Hidden Disabilities;
- Keeping Children and Young People Safe from Harm and Abuse;
- Occupational Health and Safety;
- Bullying and Harassment; and
- Sexual Harassment.

5.5 Attendance

A Member shall endeavour to advise the Chairperson and/or Council Officer/delegate of non-attendance at any meeting.

5.6 Failure to Attend Meetings

Any Member who is unable to attend three (3) consecutive Committee meetings shall notify the Chairperson or Council Officer/delegate in writing as to their availability to continue to be a member of the Committee.

5.7 Resignation of a Member

A Member may resign from the Committee by advising the Chairperson or Council Officer in writing.

5.8 Termination of Appointment

Council Officers may terminate a Member's appointment, declare the position vacant and seek to appoint a new member, should a Member breach the Terms of Reference for this Committee.

6. Guest Speakers

The Committee may invite suitably skilled persons to attend a meeting at the request of the Chairperson as a guest speaker.

The role of the guest speaker is temporary and advisory and does not form part of the quorum.

7. Governance Arrangements**7.1 Chairperson**

7.1.1 Meetings will be chaired by the Councillor appointed as Council's representative to the Committee, or a Senior Officer of the Community Services Directorate or a delegate as appointed by the committee.

7.1.2 Duties and Discretions:

- a. Act as the Chairperson of the Committee, as appointed by Council.
- b. Acknowledge and value the diverse views of all Committee members.
- c. Listen to, and represent the views of the Committee by acting as the link between the Council and the Committee.
- d. Act as an advocate on behalf of the Committee on recommendations presented at Council.
- e. Must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee member, member of Council staff, or member of the community.
- f. Must call to order any person who is disruptive or unruly during any meeting.

7.2 Attendance and Quorum

A quorum is a fifty (50) percent majority of appointed community Members, and must include either the Chairperson or Acting Chairperson.

If a quorum is not present within 15 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse. If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.

7.3 Dates, Times and Places of Meetings

Meetings shall be conducted quarterly, set at the discretion of the Chairperson, after seeking the views of Members and Council Officers.

The Committee will hold a minimum of four meetings throughout the year. Additional meetings throughout the period will be subject to the approval of the Chairperson.

7.3.1 Meetings will be limited to two (2 hours) duration.

7.3.2 Meetings may be held at the Maribyrnong Civic Precinct and Community Hub (CPACH) or other Council venues and made available for virtual attendance.

7.3.3 An agenda for meetings held, will be delivered to each Member at least 48 hours prior to the date of each meeting. Member nominated agenda items will be requested two weeks prior the scheduled meeting.

7.4 Confidentiality

7.4.1 Information discussed, received, used or created by the Committee is confidential, unless otherwise stated by the Chairperson and agreed to by Council Officers

7.4.2 A Member must not disclose, discuss or make public confidential information, unless authorised by Council Officers.

7.5 Conflict of Interest

7.5.1 Members must disclose a Conflict of Interest in accordance with the Local Government Act 2020. In the event of a Conflict of Interest arising the Member:

7.5.2 Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.

7.5.3 Must leave the room and not participate in any discussion and/or decision.

7.5.4 The disclosure must be recorded in the meeting minutes.

8. Operations

The Committee has no budgetary responsibilities, decision-making powers or delegated authority but serves to advise Council's

The Committee shall follow the general consensus principle, when determining its preferred position on matters under discussion.

Members will not publicly comment on behalf of the Committee. Neither will it seek to advocate on the needs of individual organisations.

The Council will provide the necessary support to assist the Committee to function effectively including:

- a. Maintaining contacts details of members.
- b. Preparing and distributing agendas and prior reading materials.
- c. Preparing and distributing meeting minutes.

- d. Council support may be available for community members to attend and participate through covering transport / child minding costs.

9. Review & Reflection

A review of the role, function, membership and productivity of the Terms of Reference will be conducted once every four years or as required to ensure currency, effectiveness and stakeholder engagement.

Council retains the right to:

- a. Review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.
- b. Revoke these Terms of Reference at any time.

9.1 Annual Reflection

The Committee will participate in an annual review and reflection process to assess performance and effectiveness..

The review may be undertaken through a facilitated session, structured discussion, survey, or other appropriate mechanism as determined by Council Officers.

The purpose of the review is to:

- Provide a constructive forum for members to reflect on the Committee's operation and impact;
- Acknowledge achievements and the contributions of members;
- Identify opportunities to strengthen collaboration, practice, and effectiveness;
- Promote shared learning and continuous improvement; and
- Document feedback and key findings to inform future priorities and approaches.

The review will be coordinated by the responsible Council Officer in consultation with the Chairperson, with outcomes reported to Council as appropriate.