

# Disability Advisory Committee

## All Abilities and Access

### Terms of Reference



---

<b>Name</b>	Disability Advisory Committee (DAC) - <i>'All Abilities and Access'</i>
<b>Approved by</b>	Council
<b>Date Approved</b>	18 October 2022
<b>Last reviewed</b>	September 2022

---

## 1. Purpose

This Disability Advisory Committee's (DAC) *'All Abilities and Access'* Terms of Reference outlines the terms of reference, composition and operating arrangements of Council's Disability Advisory Committee.

The DAC will provide strategic advice to Council about improving accessibility and inclusion of people with disability within Council and the City of Maribyrnong. The DAC will also provide insight into current and emerging issues affecting local people with disability.

## 2. Responsibility

The Disability Advisory Committee (DAC) - *'All Abilities and Access'* will:

- Provide advice to Council on issues and barriers that affect local people with disability.
- Provide advice to Council Departments during policy or project development and other relevant Council activities e.g. upgrading facilities and open space planning.
- Receive and comment on the progress of specific strategies or plans that encourage inclusive involvement and access of people with disability in Council services, programs and activities.
- Raise advocacy issues for Council to consider on behalf of the community.
- Identify and participate on key projects that strengthen community and Council's commitment to accessible community wellbeing.
- Monitor the implementation of Council's Disability Action Plan 2022-2026 – *'All Abilities and Access'*
- Annually appoint a Vice Chairperson.

The Council will:

- Provide secretarial support to the DAC through the Access and Participation team.
- Provide an induction for DAC members, outlining the role of the DAC, an overview of how Council works, and provide relevant DAC documentation such as Terms of Reference, minutes, and explanation of how meetings will be run (the induction includes an offer of a meet and greet meeting, either one on one or in a group, for new members).
- Provide support for DAC members to participate in DAC activities. This includes transport, visual aids, audio loop and interpreters.
- Actively recruit members to the DAC that reflect the diversity in the City of Maribyrnong.

## 3. Composition

### 3.1 Membership

Membership of the Disability Advisory Committee - *'All Abilities and Access'* will, where possible, be balanced in regard to age, gender and ethnicity. Total will be ten (10).

# Disability Advisory Committee

## All Abilities and Access

### Terms of Reference

Membership, where possible, will be made up of the following:

Name	Type of Appointment	Term
Ten (10) community members including people with disability, carers and disability service providers	Appointed	2 years
One Councillor as Chairperson and second Councillor as Deputy Chairperson	Chair	1 year
Manager Community Development, Positive Ageing and Inclusion or Senior Coordinator Access and Participation	Council staff	Ongoing
Access and Participation Lead	Council staff	Ongoing
Disability Planner	Council staff	Ongoing

The DAC will comprise of ten community members. Community members will be inclusive of people with disability, carers or service providers who have a significant role in promoting the rights of people with disability within the municipality. The Chairperson will be the Mayor of Maribyrnong City Council or a nominated Councillor. If the Chair is unavailable they will nominate a representative Councillor.

Council staff within the Community Development, Positive Ageing and Inclusion Department will undertake specific responsibilities to assess committee applications, plan meeting dates and distribute agendas and minutes.

Council staff and other external key stakeholders will attend meetings to present agenda items where required, for the purpose of providing relevant information and advice on matters being considered by the DAC.

### 3.2 Terms and method of appointment

- 3.2.1 Nomination for applicants for community member representatives will be advertised in local media, social media and shared across relevant local community groups and agencies.
- 3.2.2 Appointments to the DAC will be made by Council staff who will assess applicants against the below list of expectations of committee members as stated in application documentation.
- 3.2.3 Community members will be appointed for a period of two years. At the end of the two-year term expressions of interest will be sought through the process identified in 3.2.1. Existing members who have completed a 2-year term may submit an expression of interest for a further 2-year term. No member can serve for more than a total of four (4) years. Members are free to resign from the DAC at any time and resignation will be in writing.
- 3.2.4 A position will be deemed vacant if a member fails to attend for three consecutive meetings.
- 3.2.5 Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence. A proxy may be able to be nominated in order to maintain a groups representation if required.
- 3.2.6 If a vacancy occurs during the two-year term, an expression of interest will be sought through the process identified in 3.2.1 to fill the vacant position for the remainder of the current term.

- 3.2.7 Secretariat (organising meetings, agendas, minutes and relations with members):  
Maribyrnong's Disability Planner, or other as necessary.

### 3.3 Requirements of members

Members are required to:

- Declare any interest, pecuniary interest or conflict of interest.
- Prepare for and actively participate in DAC meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.
- Participate in the implementation, monitoring and review of Council's Disability Action Plan – '*All Abilities and Access*'.
- Promote principals of accessibility and inclusion.
- Review, complete and sign Council volunteer documentation.

### 3.4 Chair

- The Chairperson is responsible for presiding over the meeting.
- One Councillor as Chairperson and 2<sup>nd</sup> Councillor as Deputy Chairperson
- Decisions made at DAC meetings will only be valid if a quorum is met.
- Conduct the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum.
- The role of the Deputy Chairperson is to assume the role of Chairperson in the absence of the Chairperson.
- The elected Chairperson and Deputy Chairperson will serve a maximum 12-month term. A Chairperson and Deputy Chairperson can serve consecutive terms if re-elected.

## 4. Operating procedures

### 4.1 Quorum

- A minimum of seven (7) committee attendance is required for a meeting to proceed.
- A quorum for the committee will require attendance of a minimum of one Council staff member and seven committee members (or half the total number of members, plus one, in the event that the committee has reduced membership).
- The DAC will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the DAC, the committee can appoint an independent mediator to assist to resolve the issues or assist the parties / group to reach consensus.

### 4.2 Meetings

- Meetings are to be held at a time agreed by the committee.
- Up to six (6) meetings per annum throughout the year. Additional meetings will be subject to the approval of the Chairperson
- Meetings will be limited to two (2 hours) duration, with a short break.
- Meetings will be held either in person or online.

## 4.3 Reports

- Members will receive minutes in accessible formats from the meetings following each meeting date.
- The Agenda will be circulated in accessible formats to all members at least one week before the meeting.

## 4.4 Confidentiality

- Information discussed, received, used or created by the Committee is confidential, unless otherwise stated by the Chairperson.
- A Member must not disclose, discuss or make public confidential information, unless authorised by Council Officers.
- A Member must not permit any person who is not a member of the Committee to view, read, and photocopy or make notes of or in any way record confidential information, unless authorised by Council Officers.

## 4.5 Conflict of Interest

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:

- Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
- Must leave the room and not participate in any discussion and/or decision.
- The disclosure must be recorded in the meeting minutes.

## 4.6 Operations

The Committee has no budgetary responsibilities, decision-making powers or delegated authority, it only serves to make recommendations for Council's consideration. 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:

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

## 4.7 Evaluation and Review

The Terms of Reference document will be formally reviewed every two years however a member of the Committee can request an amendment in a formal motion. Endorsement of the final terms of reference will be provided by Council. The next review will be due in August 2024.