



DISABILITY ADVISORY COMMITTEE (DAC) TERMS OF REFERENCE

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CONTENTS

1. PURPOSE.....	3
2. POLICY STATEMENT	3
3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE	6
4. SCOPE OF POLICY	6
5. REFERENCES / ASSOCIATED DOCUMENTS.....	7
6. PRIVACY AND HUMAN RIGHTS CONSIDERATION	7
7. DEFINITIONS AND ABBREVIATIONS.....	7

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1. PURPOSE

The Disability Advisory Committee provides advice on things that matter to people with a disability in East Gippsland Shire. It seeks to maximise the contribution being made by East Gippsland Shire Council and its partners by working with a common agenda to create a more inclusive and accessible East Gippsland.

2. POLICY STATEMENT

2.1 The Role of the Disability Advisory Committee

The Disability Advisory Committee:

- Comprises people with a disability, people who are family members or carers of a person with a disability, and providers of services for people with a disability. It also includes Councillors and staff of the East Gippsland Shire Council
- Provides a voice for people with a disability on access and inclusion into the work of East Gippsland Shire Council, drawing on their knowledge and experience
- Helps East Gippsland Shire Council consult and engage with the community on its plans, strategies and investments relating to improving access and inclusion in the Shire

The Disability Advisory Committee works with East Gippsland Shire Council to:

- Identify new opportunities and ways of working that maximise the access and inclusion benefits of Councils' work
- Identify, acknowledge and celebrate the activities that improve the lives of people with a disability
- Develop and review Council's Diversity, Access and Social Inclusion Plan (DASIP)
- Integrate the needs of people with a disability by providing advice, expertise and knowledge on access and inclusion
- Provide a trusted and confidential source of authoritative advice into Council's work, particularly at the earliest stages

The Disability Advisory Committee provides advice that:

- Supports East Gippsland Shire Council to take a leadership role on issues that affect the lives of people with a disability
- Draws on experiences and expertise of people with a disability and employers, businesses and community groups with an interest in access and inclusion throughout the Shire
- Focuses on strategic issues and opportunities, looking at systems and activities as a whole to identify medium-term improvements and change
- Supports inclusion and accessibility being integrated into the strategies, plans and policies of East Gippsland Shire Council, including the Council Plan
- Enables East Gippsland Shire Council and other partners to progress deliverable change underpinned by a common agenda and purpose

2.2 How the Disability Advisory Committee will operate

a) Conduct of Committee Members

Members of the Disability Advisory Committee will:

- Achieve considered and informed judgment by an open and respectful sharing of opinion.
- Ensure that matters are considered fairly and consistently.
- Make decisions based on the best available information.
- Keep confidential all matters and documents declared to be confidential.
- Respect each other and the right of others to be heard (whatever the views of that person).

b) The role of the Chair

- The Chairperson is responsible for ensuring that the Disability Advisory Committee operates in an effective and efficient manner according to the Terms of Reference.
- The Chair will ensure that all members have a fair and reasonable opportunity to present their views.
- In the absence of the Chair, the Deputy Chair will fulfil these duties.
- The Chair and Deputy Chair will be appointed from within the Disability Advisory Committee.

c) Management of Meetings

- The Disability Advisory Committee will meet on a monthly basis where practicable. The date, time and location of meetings will be set by the Chair in consultation with the Disability Advisory Committee, and will be included in a forward plan of meeting times covering at least the next four meetings.
- Meetings will generally be structured as follows on a two-monthly cycle:
 - Month One – Formal meeting supported by a written agenda, focused on a matter(s) of strategic importance that allows for an in-depth discussion and for the Disability Advisory Committee to develop a strategic perspective on the matter. This may include considering a strategic plan or policy being developed or reviewed by East Gippsland Shire Council. Council officers and guests with expertise or views on the matters being discussed should be invited to enhance the discussion.
 - Month Two – Informal working group meetings
- Minutes shall be noted at all meetings and forwarded to the Disability Advisory Committee no later than 2 weeks after the meeting.
- A quorum shall consist of at least 1/2 of Disability Advisory Committee members.

d) Managing the Relationship with Council

- The Chair will meet every year with the Chief Executive Officer (or delegate) to provide an update on the work of the Disability Advisory Committee.
- A progress report from the Disability Advisory Committee will be reported to a Council Meeting once a year setting out the work it has undertaken and providing an overview of strategic matters of significance to people with a disability at the time of the report.

2.3 Membership and Appointment

a) Membership

- A majority of members must be people with a disability.
- Membership of the Disability Advisory Committee will, as far as possible, be balanced in regard to age, type of disability, location, gender and ethnicity.
- Membership of the Disability Advisory Committee will consist of no more than 14 people that live, work, study or conduct a business in the East Gippsland Shire municipality.
- The Disability Advisory Committee shall consist of:
 - Community members who are people with a disability.
 - At least one unpaid carer of a child with a disability or with recent experience of caring (up to two years).
 - At least one unpaid carer of an adult with a disability or with recent experience of caring (up to two years).
 - At least one person who provides services to people with a disability.
 - Nominated councillor(s).
- Any other person may be appointed who has experience, expertise or an interest in the issues affecting people with a disability.
- Shire Officers will attend Disability Advisory Committee Meetings in a supporting role and will not have voting rights.
- Members of the public may be invited to Disability Advisory Committee Meetings by the Chair to provide specialist advice or information. These invitees will not have voting rights.

b) Appointment and Term of Membership

- Community representatives are appointed by the Council in their own right and not as representatives of specific organisations. Community representatives must have the authority to reach decisions and make recommendations without seeking direction from an external body.
- Membership on the Disability Advisory Committee is voluntary. No member of the Committee shall receive any payment for his or her services as a member. However,

community representatives may be eligible for reimbursement for travel and other legitimate expenses incurred during the term of their membership. For example, attending other than ordinary meetings, conferences or training programs.

- Applications for appointment as members to the Disability Advisory Committee shall be called by public notice in local newspaper and by letter to local disability groups and agencies.
- Appointments will be made by Council in consultation with the Chair through an application and interview process.
- Community representatives will be appointed for two years. Community representatives may re-apply for appointment at the end of a two-year term.
- Resignations shall be submitted in writing to the Chair of the Disability Advisory Committee.
- A position will be deemed to be vacant if a member fails to attend three consecutive meetings without reasonable grounds or approved requests for a leave of absence.
- Vacancies created through resignation, or failure to meet attendance requirements may be filled through an appointment process conducted 12 months from the previous Council endorsement of the committee.
- The Chair and Deputy Chair of the Disability Advisory Committee will be appointed by Council and will serve a two-year term in the respective role. This term may be extended by Council.
- Should the Chair become vacant, a new chair will be appointed by Council at the earliest convenience.

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

Party / Parties:	Roles and responsibilities:
Manager Community Programs	Overall responsibility for policy implementation and compliance.
Rural Access Project Officer	Responsibility for review, updating and implementing policy. Ensure compliance with the policy by all committee members.

All staff have an obligation to report occurrences of non-compliance with Council policy. Incidents of non-compliance should be reported immediately to the Director responsible for this policy, the Policy Owner or the Administration Unit.

4. SCOPE OF POLICY

This policy applies to the East Gippsland Shire Council Disability Advisory Committee.

5. REFERENCES / ASSOCIATED DOCUMENTS

Council Plan 2013-2017

Key Strategic Activity 1.1.1: Social inclusion for all abilities and ages builds respect for diversity.

Key Strategic Activity 1.2.3: Communities have the knowledge and capacity to adapt to change.

Key Strategic Activity 2.3.1: Our built environment managed by Council is well designed and accessible.

Key Strategic Activity 4.2.2: The Community and Council have a strong mutual understanding and support.

Diversity, Access and Social Inclusion Plan 2014-2017

Key Theme: Collaboration and Partnership Development

Anticipated Outcome: Strong partnership approach and commitment to facilitate change.

Anticipated Outcome: Clear governance and decision making processes to focus on achieving outcomes.

6. PRIVACY AND HUMAN RIGHTS CONSIDERATION

All personal information collected by East Gippsland Shire Council in connection with the Disability Advisory Committee will be handled in accordance with all applicable privacy legislation and will be used only for the purpose of implementing Council's Council Plan and Diversity, Access and Social Inclusion Plan.

The Disability Advisory Committee Terms of Reference Policy has been assessed as compliant with the obligations and objectives of the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

7. DEFINITIONS AND ABBREVIATIONS

Term:	Meaning:
Committee member	A member of East Gippsland Shire Council Disability Advisory Committee
Council	Council of the East Gippsland Shire Council
DAC	Disability Advisory Committee
DASIP	Diversity, Access and Social Inclusion Plan
EGSC	East Gippsland Shire Council
Lived experience and knowledge	Personal knowledge about the world gained through direct, first-hand involvement in everyday events.
Quorum	The minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of that meeting valid.
Sustainable change	Change that meets the needs of the present, without compromising the ability of future generations to meet their own needs
Shire Officers	Officers of the East Gippsland Shire Council

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