



Terms of Reference

Name: Disability Advisory Committee

Approved by: Council

Last reviewed: February 2020

1. PURPOSE

The Melton City Council's Disability Advisory Committee will provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion for people with disabilities living, working, studying or visiting the City of Melton.

2. RESPONSIBILITY

- Advise Council on issues and barriers that affect people with disabilities living, working, recreating or studying in the City of Melton.
- Participate in policy development through membership on steering groups, participation in community consultation processes and other relevant Council activities.
- Respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment.
- Receive and comment on Council's progress towards implementing specific strategies that improve access and inclusion to Council facilities, programs and activities.
- Raise advocacy issues for Council to consider on behalf of the community.

3. COMPOSITION

3.1 Membership

Membership of the Disability Advisory Committee will, where possible, be balanced in regard to age, type of disability, gender and ethnicity. Total will be thirteen (13) members, with other interested people attached to sub-groups.

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

- Two community representatives who are people with various disabilities.
- One community representative who is a carer of a child with a disability.
- One community representative who is a carer of an adult with a disability.

- One representative from a local community based disability support group or agency.
- Five nominated Council officers, including a Community Care representative who will resource the Committee and provide additional input from other Council officers as required.
- Three Councillors or their substitute (Chair).

3.2 Terms and Method of Nomination

- 3.2.1 Nomination for applicants for appointment as members of the Disability Advisory Committee shall be called for in local media and by formal notification to local disability groups and agencies.
- 3.2.2 Appointments will be made by Council based on the advice given from the interview panel representing the Disability Advisory Committee. The panel will be made up of Council Officers which will include a nominated chairperson, expert and independent.
- 3.2.3 Community representatives 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 will be eligible to renominate.
- 3.2.4 A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted (a proxy can be nominated in order to maintain a groups representation if required) in the event that a member needs to arrange a temporary absence. A community representative's request for a temporary leave of absence will be presented to the Disability Advisory Committee for their consideration.
- 3.2.5 If a vacancy occurs during the two-year term, it will be filled at the discretion of the sub-committee made up of Council Officers which would include a nominated chairperson, expert and independent. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two-year term.

3.3 Chair

The Chairperson is elected on an annual basis as part of the Councillors Representation on Committees, election process with the elected Councillor being appointed to the role of Disability Advisory Committee Chairperson.

The key responsibilities of the Disability Advisory Committee Chairperson are as follows:

- Represent the Committee to the community ensuring the values, purpose and activities of the committee are promoted.
- Conduct the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum.

- Utilise the interests, skills and potential energies of all members, and develop a common view of the committees purpose and shared responsibility for leadership.

4. OPERATING PROCEDURES

4.1 Quorum

A minimum of 50% committee attendance is required for a meeting to proceed.

4.2 Meetings

4.2.1 Meetings are to be held at a time to suit members.

4.2.2 There will be six meetings per year, with additional sub-group meetings as agreed by members.

4.3 Reports

Members will receive minutes from the meetings following each meeting date.

4.4 Expectations and Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest.
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in 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.

4.5 Evaluation and Review

The terms of reference will be reviewed by the sub-committee made up of Council representatives in June of the second year of the two-year term. Endorsement of the final terms of reference will be provided by Council.