



Disability Advisory Committee (DAC)

Terms of Reference

1 Background

Hepburn Shire Council is committed to improving and monitoring a range of community services and facilities in partnership with the community and other agencies to promote wellbeing, safety, social independence and inclusion in the community. A Disability Action Plan has been developed to improve access and inclusion for people with a disability in the Shire.

2 Purpose of the DAC

The DAC will collaborate with Council to ensure that there is a proactive, two-way conversation about how to effectively implement the actions in the Disability Action Plan and other Council strategic plans, and address other access issues as they arise.

3 Objectives of the DAC

To provide advice to Council on:

- Future policies, plans or services that may impact people with a disability
- Helping to promote positive images of people with a disability
- Suggesting ways to advocate for better access and disability rights in the community
- Supporting tourism attractions and employment opportunities for people with a disability
- Advocating to organisations and partnerships for increased access for people with disability.

4 Roles and responsibilities

DAC member's role is to:

- Be an advocate and role model for the committee within the local community
- Be willing to act as a representative and present a lived experience view of people with disability to Council
- Raise issues that affect people with a disability within the Council
- Discuss issues and concerns in a proactive manner and recommended ways forward

- Attend induction and quarterly meetings and notify if unable to attend
- Keep all sensitive, commercial or personal information confidential during and after their membership
- Provide strategic advice, support and guidance to the Committee.

In support of the DAC, Council will:

- Perform administration tasks for the Committee
- Provide a Councillor representative as Chair for the meeting that will provide feedback to Council on minutes and speak to motions.
- Provide a facilitator for each meeting who will invite guest speakers, draft and circulate agenda and previous minutes (sent at least seven days prior to the meeting) and keep the database of members up to date.
- Manage the Disability Action Plan and get progress updates from responsible officers twice per year
- Alert DAC members of any impending reviews, drafts of new policies or strategies for their input
- Schedule committee meetings, provide an accessible venue, catering and take meeting minutes and distribute to Committee members
- Provide supports to DAC members to attend meetings where necessary (i.e transport, sign interpreters, large print documents, hearing augmentation, carers, etc.)

- Provide all written information in plain English and according to Vision Australia guidelines
- Actively recruit and induct new DAC members when a vacancy occurs
- Present an annual Disability Action Plan progress report to Council
- Formally receive motions from the DAC.

5 Membership (Up to ten community representatives)

Committee Member Criteria

The Committee will consist of individuals who are living with disability or volunteering, caring or working with people with disability, and/or are passionate about all access and inclusion advocacy for people with disability.

The membership to the Committee will be reviewed annually. At least one Councillor will be an active Committee member at a given time.

Membership to the Committee is based on one or more of the following attributes:

- Personal lived experience as a person with disability
- Knowledge, understanding and expertise in all access and inclusion advocacy for people with disability
- Willingness and ability to fulfil the key Committee responsibilities (outlined above).

Code of Conduct

- Behave in a courteous, respectful and professional manner at all times
- Allow all members to speak uninterrupted
- Never demonstrate any form of discrimination
- Value different opinions
- Disclose any potential conflicts of interest as soon as possible.

Rescind of Committee Members

Committee members are expected to act honestly, with respect for confidentiality, and with the best interests of the community at heart. Members who behave otherwise will be removed from the Committee.

In extraordinary circumstances, Council (or the Committee) may by written notice remove a Member of the Committee, for:

- A serious breach of the Terms of Reference
- Because the Member is unable for an extended period to contribute to the Committee
- Or has otherwise engaged in conduct likely to bring the Committee into disrepute.

Further details

- If a Committee member is not present at three consecutive meetings, their membership may be considered and reviewed by the Committee
- New members can join the Committee mid-term provided they meet the membership criteria and there are enough Committee positions vacant

- If a Committee member wishes to discontinue their membership, the member must notify the appropriate Council Officer in writing. No notice period is required, however the member must provide Council with a detailed update on current actions/priorities, and any supporting information of relevance
- In the situation of conflict/dispute between Committee members, the involved parties and appropriate Council Officers will meet at a suitable time to resolve the issue.

Working Group Formation

As specific projects or actions may result from Committee Meetings, Committee members can form smaller Working Groups consisting of other community stakeholders who have a specific role to play within its delivery. Committee members are able to organise these meetings at a time and location that suits all involved independently of Hepburn Shire Council given support is granted by the Committee.

6 Committee meeting details

Meetings

- It is expected that the Committee will meet four times per financial year and further if required
- The venue will rotate across the Shire – Clunes, Creswick, Daylesford and Trentham
- The meetings to be held on Mondays from 11.30am to 2.30 pm
- If the Councillor elected to Chair the meeting is unable to attend the meeting, then Council will provide an alternate Chair

- A quorum for meetings will be 50% of current members, plus one
- The facilitator will call for agenda items two weeks before the scheduled meeting. Members may raise issues or items under 'other business' if necessary and time permits at the discretion of the Chair at start of the meeting
- All decisions of the Committee need to be agreed on by consensus (all members in attendance at the meeting agree). If consensus cannot be reached, the decision is deferred until the next meeting to allow extra time for further research or discussion
- A guest speaker may be invited to each meeting and be decided upon by the members at the previous meeting.

Agenda items to include:

- Attendance list (members present and any apologies)
- Minutes of previous meeting
- Actions arising from previous meeting
- Guest speaker information and topic
- Individual DAC member reports
- Disability Action Plan progress or updates
- General business
- Next meeting details

7 Other Matters

Public communications

Any promotions or communications published by external providers must be approved by the Committee prior to engagement and publication.

Review of Terms of Reference

The Terms of Reference will be reviewed annually. Next review is due by December 2023.