

Terms of Reference

1. Purpose

The purpose of the Disability Advisory Committee (DAC) is to provide a platform for advocacy and representation on issues relating to people living with a disability in the community, to support and inform Council future directions relating to issues affecting those with a disability, to inform good decision making and enhance inclusive practices across Council.

The Disability Advisory Committee (DAC) will have an active role in formalising the establishment and implementation of the Committees Action Plan. The Action Plan will align with the Council Plan 2021-2025, Universal Access and Inclusion Plan 2022-2026 and other relevant documents that support disability, access and inclusion. The Action Plan will outline the actions in which the DAC, supported by Council, will actively contribute to. These actions can include, but are not limited to:

- Contributing to the recognition of International Day of Persons with Disabilities and other relevant days of recognition.
- Development and implementation of the Annual Disability Advisory Committee Action Plan.

2. Committee Membership

Through the appointment of community members and service providers, the DAC should represent and be reflective of our diverse community.

Community members will be selected on a variety of criteria including:

- Connections with the community through involvement in community groups and/or participation in other aspects of the community.
- Passion for disability advocacy is demonstrated through one's life experience/s.
- Knowledge of/or demonstrated a willingness to gain knowledge of, local, state and national strategies, policies and frameworks that have direct linkages to the disability sector.

3. Application

These Terms of Reference apply to all members of the committee. Committee members are required to acknowledge their commitment to comply with these terms by signing the declaration (refer to Appendix 1).

4. Function

The function of the Committee is to:

- Act as a reference to Council, to provide information on the needs of people identifying as having a disability or caring for someone that does in our community.
- Play an active role in the implementation of the Advisory Committee's Action Plan.
- Raise and promote awareness of disability, access & inclusion issues within the Municipality.
- Through the responsible officer put forward recommendations to Council about further work required to identify and promote inclusion of people with a disability living working or visiting the City of Greater Shepparton.
- Provide advice and feedback to Council on key proposals and strategies.
- Provide advice on appropriate consultation and participation mechanisms in place for people with disabilities, their families, carers, advocates and service providers to enable meaningful input into Greater Shepparton City Council's services, policies and practices.
- Work in partnership with Council and the community towards acknowledging and valuing people identifying as having a disability or barrier living in the community.
- Promote participation in community activities.
- Assist Council in the development of activities, promotion and running of days of significance such as International Day of People with Disability.

5. Appointment

The committee shall comprise of the following:

Up to nine (9) community members with a disability or someone caring for a person with a disability.

Up to three (3) Disability Service Provider representatives.

One (1) Councillor Representative.

The Committee will be supported by a minimum of two Council officers including:

- Access and Inclusion Officer
- Team Leader Aged & Disability Services
- Manager Community Wellbeing
- Other Designated Council Officer

Community members will be appointed for a term of 36 months.

At the completion of the committee member's term, a process of recruitment will be undertaken to appoint new committee members.

There is no limit to the number of consecutive terms a committee member may serve on the committee.

6. Meetings

- The Committee will meet on a bi-monthly basis between February and December each year.
- Meetings will be held on the second Thursday of every second month for no longer than two hours. Meeting days and times may change as voted on by the Committee.
- Meetings will be held in an accessible meeting room located at 90 Welsford Street Shepparton.
- Meetings may be held virtually if required.
- GSCC staff will circulate an agenda to Committee members 7 days prior to the meeting taking place.
- Meeting minutes and key actions will be recorded and distributed to Advisory committee members.
- Motions of the Committee cannot be adopted if a quorum does not exist. The quorum for decision making will be six committee members external to Council.
- In the event of a quorum not being reached the meeting will not go ahead.
- In the event that a member cannot attend a committee meeting, an apology must be received. Committee members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at, and active participation in meetings.
- It is expected that Committee members will attend at least 4 meetings per calendar year.
- Members who anticipate successive absences due to personal, health problems, travel, temporary work obligations, or similar cause should apply for a leave of absence from the committee.
- In the event of the Chairperson being absent from a committee meeting, a committee member present at the meeting will be appointed to act as Chairperson for the meeting. Additional Relevant Council Officers include but are not limited to Administration Support Officer, Team Leader Aged & Disability & Access and Inclusion Officer.
- Councillors and Council Officers do not have voting rights.
- Councillors and relevant Managers, Directors/ CEO may also attend meetings from time to time to listen to the Committee's concerns and areas of opportunity

7. Chairperson

A Chairperson will be elected by the Committee for a duration of one (1) year with eligibility for no more than three (3) consecutive terms.

If the Chairperson is not present at a committee meeting members will appoint an Acting Chairperson for that meeting. Appointment of the Acting Chairperson will be done by way of a vote of present committee members.

8. Committee Conduct Principles

Committee members are expected to:

- Actively participate in committee discussions and offer their opinions and views.
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others.
- Act with integrity.
- Attend each meeting where practical.
- Avoid conflicts of interest.
- Refrain from releasing confidential information.

9. Confidentiality

The deliberations of the Advisory Committee should remain confidential and so not be communicated outside the Advisory committee without GSCC's permission.

An Advisory committee member must not use any confidential information:

- For purposes other than those of the Advisory Committee;
- For personal gain of any kind; and
- To further the activities or purpose of any association, Advisory committee, or organisation of which Advisory committee members may be a member of, affiliated with, employed by or represent.

Confidential information includes:

- Information designated as confidential by GSCC: for example, GSCC may provide the Advisory Committee with information or briefings which GSCC designates as confidential; and
- GSCC information not released or not yet released to the general public.

10. Conflict of Interest

Advisory committee members must declare and manage conflicts of interest. These conflicts of interest may be personal or on behalf of any organisation they represent.

Conflicts of interest can be either:

- Actual;
- Potential; and/or
- Perceived.

Should a Conflict of interest arise it, must be declared to the Chairperson prior to the Committee Meeting or as soon as the Conflict of Interest as described above becomes apparent. The Conflict of Interest will be documented as per Appendix 2.

11. Media and Communications

Members of the Committee are not permitted to speak on behalf of Council or the Committee unless provided approval/ authority from a relevant Council Office.

12. Expenses

GSCC will not reimburse Advisory committee members for personal expenses associated with attending meetings.

13. Assembly of Councillor Requirements

Assemblies of Councillors record shall be kept for any meeting of the Committee which has at least one Councillor in attendance. A copy of the Assemblies of Councillors record must be submitted to Council within 14 days of the date of the meeting for inclusions in the next Council Meeting Agenda and Minutes. The Assemblies of Councillors record must contain the following information:

- The name of all Councillors and Council staff at the meeting
- A list of the matters considered
- Any conflict of interest disclosed by a Councillor
- Whether a Councillor who disclosed a conflict left the room.

14. Review of Documents

The Terms of Reference Document will be formally reviewed on an annual basis however a member of the DAC can request an amendment in a formal motion.

The DAC Action Plan will be reviewed annually to review successes, achievements and challenges. At the beginning of each year, the Action Plan will be discussed and changes will be made to reflect the DAC priorities for the coming year.

Appendix 1: Declaration

I have read and understood the Greater Shepparton City Council Terms of Reference for the Disability Advisory Committee.

I hereby undertake to comply with the Terms of Reference.

Signed: _____

Print name: _____

Date: _____

Appendix 2: Declaration of interests

Surname: _____ First name: _____

Advisory Committee Member	
Registrable Interests	Details of Interests
1. Any other interests (whether of a pecuniary nature or not) of yours or a person related to you by blood or marriage, of which you are aware and which you ought reasonably to consider might appear to raise a material conflict between your private interest and your duty as a member of a GSCC Advisory committee.	

I declare this information is complete, true and correct at the date of signing:

Signature of declarer.....

Date.....Signature of witness:

Name of witness