



# Terms of Reference

Name: Disability Advisory Committee

---

Approved by: Council

---

Last reviewed: February 2022

---

## 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 disability living, working, studying or visiting the City of Melton.

## 2. DEFINITIONS

Word/Term	Definition
Ex Officio	Ex officio members have a position on the Committee by virtue of their role within Council

## 3. RESPONSIBILITY

- Advise Council on issues and barriers that affect people with disability 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.

## 4. COMPOSITION

### 3.1 Membership

Membership of the Disability Advisory Committee will, where possible, be balanced in regard to age, gender and ethnicity. Total will be thirteen (13).

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

<b>Position</b>	<b>Type of Appointment</b>	<b>Terms of office</b>
Councillor	Appointed	1 year
Councillor	Appointed	1 year
Councillor	Appointed	1 year
CEO Melton City Council	Ex-officio	Ongoing
Manager Community Care - Community Care	Ex-officio	Ongoing
Housing Services Coordinator - Community Care	Ex-officio	Ongoing
Advocacy and Inclusion Officer - Community Care	Ex-officio	Ongoing
Coordinator Design and Infrastructure - Engineering Services	Ex-officio	Ongoing
Community representative - Person with disability	Appointed	2 years
Community representative - Person with disability	Appointed	2 years
Community representative - Carer of a child with disability	Appointed	2 years
Community representative - Carer of an adult with disability	Appointed	2 years
Community representative - Community based support group or agency	Appointed	2 years

### **3.2 Terms and Method of Nomination**

- 3.2.1 Nomination for applicants for community member representatives will be advertised in local media and shared across relevant local community 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, 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.

### **3.3 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 committee's purpose and shared responsibility for leadership.

## **5. 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 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.