Disability Reference Committee

Terms of Reference – 2022

## Purpose statement

The purpose of the Disability Reference Committee is to provide Council with advice and guidance to assist in the implementation of the *Council Plan 2021-2025* and *Community Wellbeing Plan 2021-2025*.

These strategic Council plans respond to our Glen Eira 2040 Community Vision and outline practical actions to support the health, wellbeing and inclusion of people with a disability, and carers in Glen Eira. The development and implementation of these actions is guided by the work of this committee.

## Purpose of the Disability Reference Committee

* To represent the interests of people with disabilities, including carers and family members.
* To provide an avenue for people with a disability and carers to advise and guide the planning and implementation of Glen Eira City Council approved events and activities.
* To raise awareness in the community of the positive contributions that people with a disability and carers make to community life.
* To provide people with a disability and carers with a forum to voice their ideas, concerns, needs, interests and views to Glen Eira City Council and hence the community.
* To provide people with a disability and carers with opportunities to learn and develop new skills and connect with others.
* To provide information and advice to Glen Eira City Council on behalf of people with a disability and carers and organisations that work with people with a disability.
* To responding to relevant policies, reports, research documents and plans.

## Objectives

## The Disability Reference Committee’s objectives are to:

* Make recommendations about Council plans, strategies, programs, services and policies in so far as they impact on people with a disability and carers. This includes, advocacy on those issues on behalf of the community, responding to strategic Council and/or sector issues and opportunities, and policy development;
* Advise and guide Council officers to plan, develop and implement actions; and
* Involvement in tracking progress and evaluating actions in the *Council Plan 2021-2025* and *Community Wellbeing Plan 2021-2025 and associated annual action plans*.

## Membership

The Committee will include the following membership:

* Community members and leaders who have a lived experience of disability, and carers that live, work, study, volunteer or have a connection with Glen Eira. A maximum of seven (7) representatives.
* Up to three (3) service provider representatives from organisations supporting people with a disability. Each service provider is encouraged to have a proxy.
* Glen Eira City Council officers. A maximum of two (2) representatives.
* One or more Council officers will be appointed as conveners of the Committee. The convener will develop the agenda in consultation with members, attend meetings, advise members about Council plans, strategies, programs, services and policies where relevant and take notes of the recommendations resulting from agenda items.

Criteria for membership

Members will demonstrate:

* They are over the age of 18 years.
* Knowledge and understanding of the Glen Eira community.
* An understanding of an interest in access and inclusion for people with a disability.
* A commitment to inclusion for people with a disability.
* An understanding of the intersectional and diverse strengths and barriers which may exist for people in all aspects of their identity, including: Aboriginality; age; disability; ethnicity; gender identity; race; religion; and sexual orientation.
* Strong, proven community networks to connect and engage with.
* Alignment to Council’s values of integrity, collaboration, respect, innovation and service excellence.

## Term of Appointment

Appointments will be made for a period of two (2) years. This will be followed by a review of membership and terms of appointment.

## Selection process

Membership is selected by a panel of Glen Eira City Council officers following an expression of interest process.

## Casual Vacancies

Where vacancies occur, the Committee will agree to appoint new members.

Community members may register their interest in the committee at any time and request to attend any meeting. The Committee may seek to appoint members that will enhance the diversity of the committee or ensure that diverse disability representation is achieved.

## Review

The Committee will review the *Terms of Reference,* including the structure, role, achievements and composition every two years.

## Chairperson

The Committee will appoint a Chairperson for the term of two years who will have a lived experience of disability and/or carer. The Chairperson is responsible for the fair conduct of meetings and for ensuring open opportunity is available for all members to voice their views and opinions.

## Scope of decision making and voting rights

As far as practicable the Disability Reference Committee will provide advice and guidance reflecting the collective wisdom of the Committee and the best available information provided by representative groups, community organisations and Council Officers.

The Committee has no delegated authority to make decisions on behalf of Glen Eira City Council.

The Committee will provide advice, make recommendations and decisions to support the development of Council plans, strategies, programs, services, events and policies by consensus. Where a matter is unable to be determined by consensus, a vote may be held. All members have voting rights with the following rules:

* A minimum of 50 per cent (50%) of lived experience of disability and/or carers members need to be present.
* If 50 per cent (50%) of lived experience of disability and/or carers are not present, the vote will be undertaken by email.
* Members will be advised of the outcomes of any item subject to a vote.
* A minimum of seven (7) votes, either at the meeting or held over email is required for the vote to be considered majority held.

## Representation of views and conduct of meetings

Committee meetings will encourage fair and inclusive discussion and respect for each member’s views:

* Embodying Council’s values of integrity, collaboration, respect, innovation and service excellence.
* Respectfully incorporating the perspectives of people with a lived experience of disability and/or carer.
* Having due regard for the opinions, beliefs and rights of each member.
* Committing to regular attendance at meetings.
* Not improperly seeking to confer an advantage or disadvantage on any person.
* Not making improper use of information acquired because of their position or release information that the member knows or should reasonably know, is confidential.

## Schedule of meeting times

Meetings will be held bimonthly with five (5) meetings held per calendar year (additional meetings may be arranged if agreed to by Committee members and the Chairperson).

A schedule of meetings will be confirmed in advance with all relevant papers distributed (as appropriate) to each member.

Meetings will be scheduled on a Wednesday, starting 2pm up to no later than 3.30pm at Glen Eira Town Hall and/or online. Quorum of meetings to be 50 per cent (50%) of membership plus one (1) additional. This equates to six (6) members present.

Committee members will need to attend a minimum of three (3) meetings per annum. Minutes of meetings will be maintained by the Community Development Department and circulated to all members in a timely manner.

Agendas will be prepared in consultation with all members and will be circulated at least one week prior to scheduled meetings.

## Support for meeting attendance

Funding is available for members of the Committee who require attendant care,

transport, carer support or an interpreter service.

## Reporting

Council officers will forward any recommendations made by the Disability Reference Committee to relevant Glen Eira City Council business units.