Disability Reference Committee

Terms of Reference

## Statement of Purpose

The Disability Reference Committee provides advice and support to Council’s Community Wellbeing directorate by:

* Representing the interests of people with disabilities, including carers and family members;
* Advising on issues and barriers that affect people with disabilities and carers living, working or studying in Glen Eira;
* Responding to relevant policies, reports, research documents and plans; and
* Monitoring Council’s *Disability Action Plan 2017–2021 Implementation Strategy*.

## Membership and Composition

Community representatives must live, work or study in the City of Glen Eira.

The Disability ReferenceCommittee has a maximum of 15 people representing the needs and interests of people with a disability. The committee will include:

* Up to seven (7) Community Representativesable to represent the views of people living with a disability:
* Residents with a disability (diverse disability representation will be sought) ( 4);
* Family member or carer of a person living with a disability (2);
* Community members with a commitment to disability issues (1)
* Three (3) service provider representatives from organisations supporting people with a disability. Each service provider is encouraged to have a proxy.

* Two (2) Council Officers including the MetroAccess Officer. One Council Officer in attendance to provide administrative support to the Committee.

Other Service and Council representatives will be invited to attend as needed to provide advice, guidance and assistance on specific areas of interest.

## Term of Appointment and Selection process

Appointments will be made for a period of two (2) years. Options for extension may be considered in special circumstances as agreed by the group.

## 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.

## Chairperson

The Committee will appoint a chairperson. The Chairperson will be the public face of the committee and will present advice and report to the Council and other bodies on behalf of the committee.

## Decision Making

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

In the event that the committee needs to make a decision a minimum of three community representatives need to be present.

A record of each meeting will be made and distributed to ensure members unable to attend are kept informed.

## Representation of Views

The Chairperson will represent the views of the Committee. If members of the Committee wish to make statements to the media on issues discussed at the Committee meetings, they are encouraged to discuss this with the Chairperson beforehand. Members are entitled to make comment on matters in their capacity as a member of another organisation or as private citizens; however it should be clear that those views are not expressed on behalf of Disability Reference Committee or Council.

# Operational Guidelines

## Meeting Times and Operation

Meetings are held bimonthly on a Thursday from 1pm to 3pm at the Glen Eira Town Hall. Six meetings will be held per calendar year.

Meetings will:

* Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
* Commence on time and conclude by the stated completion time;
* Encourage fair and respectful discussion;
* Focus on the relevant issues at hand; and
* Provide advice to Council, as far as practicable, on a consensus basis.

Agenda items should be phoned or emailed through to the Community Development and Care staff two (2) weeks prior to the set meeting date.

The minutes of the meeting will be maintained by Community Development and Care staff and circulated to all members;

Council Officers will forward any recommendations made by the Committee to the relevant Glen Eira City Council business unit, and report back on this to the Committee in a timely manner.

The Committee will review its structure, role, achievements and composition annually or as required.

## Support for Meeting Attendance

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

transport, carer support or an interpreter service.

## Support for the Committee

The Disability Reference Committee is supported and resourced by the MetroAccess Program. The MetroAccess Officer is supported by the Co-ordinator Social Support and Inclusion, and the Manager Community Development and Care for the overall carriage of the Committee activities.

Council officers attend the Disability Reference Committee and provide the Committee advice and information in the area of their expertise.

## Sunset Clause

The Terms of Reference will be reviewed within two years. If the committee has a relevant function at the end of the two year period, a report will be prepared prior to that period ending. The report will review achievements of the committee, review of the *Terms of Reference* and seek endorsement to continue for a further period.