



CITY OF MONASH

DISABILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

Name: Disability Advisory Committee (DAC)

Scope: The aim of the DAC is to provide Council advice on issues relating to the needs of people with a disability, their carers and families and on the implementation of Council's *A Healthy and Resilient Monash: Integrated Plan 2017-2021*.

Objectives: The Disability Advisory Committee objectives are to:

1. Identify barriers and issues that impact on people with a disability
 2. Advocate on behalf of people with a disability
 3. Provide advice to Council on the implementation of Council's *Monash Health and Wellbeing Plan 2021-2025*
 4. Provide advice to Council on the Equitable Access Program
 5. Consider and provide advice to Council on key Government initiatives, programs and reviews
 6. Assist Council to promote access and inclusion as this relates to people with a disability
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Membership

The DAC membership will consist of up to eighteen members and will include representation from:

- Council
- Individuals living or working in Monash
- Community Agencies, Organisations and Service providers who have a focus on provision of services to people with a disability in the City of Monash
- Community Groups

All DAC positions are voluntary positions.

Selection process

The selection committee will include the Portfolio Councillor/s, Director Community Development and Services and /or Manager Community Strengthening or their delegate. The committee will assess the nominations against the selection criteria and recommend appointments to Council.

Requirements for members (Selection Criteria)

DAC members can be someone who resides, works or studies in the City of Monash.

Members will be eligible for selection if they are:

- Living with a disability
- A carer or a family member of a person living with a disability
- Have an interest in and are able to represent the views of other Monash residents living with a disability
- Are a professional with a focus of service provision and program and policy development for people with a disability, their carers and families

Council will aim to ensure that members of the Committee will reflect the full range of issues relating to access and inclusion of people with a disability, their families and carers and of the diversity of the Monash community including ethnicity, age, gender and geographic area.

Terms of Appointment

- Appointments will be for a two-year term
 - DAC members completing a two-year term may re-apply for a further two year term
 - Council will appoint two Councillors to the Committee
 - The membership of the Committee will be reviewed as part of the on-going review and implementation of Council's *Monash Health & Wellbeing Plan 2021 - 2025*
 - The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant
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Meeting Frequency and Duration

- The meetings will be chaired by one of the Councillors appointed by Council
 - The DAC will meet bi-monthly for a duration of two hours
 - It is expected that each member attend a minimum of 60% of all meetings
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Working Groups

The DAC may establish Working Groups to address specific issues as they arise.

Role of Councillor/s

- To act as Chairperson of the DAC
 - To be the link between Council and the DAC
 - To table issues and concerns to Council on behalf of the DAC
 - To nominate another Councillor/s to attend meetings in his/her absence
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Executive Support

The Community Strengthening team will provide Executive support to the DAC.

Accountability

- DAC members have an active role to provide feedback and advice to Council on issues relating to people with a disability
 - DAC members participate in discussions at bi-monthly meetings
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Reporting to Council

The Committee will submit a written report to Council, annually, on its activities for the preceding 12 months and pointing to the direction it proposes to go, in the following 12 months.

Evaluation and Review

The DAC Terms of Reference and membership will be reviewed and evaluated on an annual basis.

Reimbursement of expenses

Individual members of the Committee will be reimbursed for any transport costs they have incurred in participating in meetings and related activities.

Governance Rules for Advisory Committees

The Governance Rules for Advisory Committees will apply to the conduct of all Council's Advisory Committees.

Council's Conflict of Interest for Advisory Committees Policy will apply to all non-Councillor members of all Council Advisory Committees.

The Advisory Committee Governance Rules are to be read in conjunction with the:

- a. Advisory Committee Terms of Reference (TOR) and the
- b. Conflicts of Interest for Advisory Committees Policy

Where there is a conflict between an Advisory Committee's TOR and the Governance Rules for Advisory Committees, the Governance Rules for Advisory Committees will take precedence.