

TERMS OF REFERENCE

Updated March 2021

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:

- Identify barriers and issues that impact on people with a disability
 - Advocate on behalf of people with a disability
 - Provide advice to Council on the implementation of Municipal Health & Wellbeing Plan (*A Healthy and Resilient Monash: Integrated Plan 2017-2021*)
 - Provide advice to Council on the Equitable Access Program
 - Consider and provide advice to Council on key Government initiatives, programs and reviews
 - Assist Council to promote access and inclusion as this relates to people with a disability
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Membership:

The DAC membership consists of up to eighteen (18) members consisting of:

- 2 x Councillors (appointed annually by Council)
- 14 x Community representatives
- 2 x Organisation representatives (Agency / Service providers who have a focus on the provision of services to people with a disability in the City of Monash)

Community members currently appointed to other Council Advisory Committees or the Community Ambassadors will be ineligible for MAC membership (this excludes Councillor representatives).

DAC membership is entirely voluntary.

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.

Selection Process:

The selection committee will include the Committee Councillor/s, Director Community Services and/or Manager Community Strengthening (or their delegate).

The committee will assess the nominations against the selection criteria and recommend appointments to Council.

Terms of Appointment:

- Community and Organisation representative members will be appointments will be for a two (2) year term
 - Representative Councillors will be appointed by Council and reviewed annually
 - DAC members completing a two (2) year term may reapply for a further two (2) year term
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Meeting Frequency and Duration:

- The meetings will be chaired by one of the Councillors, as appointed by Council
 - The DAC will meet bi-monthly for a duration of 1.5 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 Chair 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 their absence
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Executive Support:

The Community Strengthening department of Council 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, summarising its activities for the preceding 12 months.

Evaluation and Review:

The committee's membership will be evaluated at the end of each two (2) year term to ensure its effective operation and relevance to the Municipal Health & Wellbeing Plan (*A Healthy and Resilient Monash: Integrated Plan*) and other strategic plans of Council.

The DAC Terms of Reference and membership will be reviewed at least every two (2) years.

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.
