Disability Advisory Committee

# **Terms Of Reference**

# Updated March 2025

**Scope**

The aim of the Disability Advisory Committee (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 *Health and Wellbeing Plan 2021-2025.*

**Objectives**

* Provide advice to Council on issues and barriers that affect people with disabilities and their carers,
* Advocate on behalf of people with a disability,
* Consider and provide advice to Council on key Government initiatives, programs and reviews,
* Contribute to the promotion of Council and community collaborations that support and promote the inclusion of people with disabilities,
* Provide advice to Council with its communication, engagement and consultation with people with disabilities.

## Membership

The DAC membership will consist of:

* Up to three Councillors,
* Fourteen community representatives including:
	+ Up to twelve community members living, working and/or studying in Monash,
	+ Up to four community organisations, agencies and service providers who have a focus on provision of services to people with a disability in the City of Monash.

All Disability Advisory Committee positions are voluntary positions. Monash City Council employees are ineligible to sit on the Committee.

From time to time, the Disability Advisory Committee may establish working groups, and may invite additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

## Selection process

The selection committee will include the Councillor representatives that sit on the Disability Advisory Committee and relevant Council officers. The selection committee will assess the nominations against the selection criteria and recommend appointments to Council.

**Requirements for members (Selection Criteria)**

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,
* An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities,
* Are a professional with a focus of service provision and program and policy development for people with a disability, their carers and families,
* Experience and/or understanding of the role of an advisory committee.

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, disability and geographic area across Monash.

### 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 a Councillor to Chair the meetings, and the Councillors who will sit on 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.
* No community member may serve more than two terms

### Meeting Frequency and Duration

* The DAC will meet every two months for a maximum duration of two hours.
* It is expected that each member attend a minimum of 60% of all meetings.
* Additional meetings may be called as required.

## 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.

## Executive Support

* The Community Strengthening Department from Monash City 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.

## Evaluation and Review

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

#### Reimbursement of expenses

Advisory Committee members may be eligible for reimbursement of transport and/or childcare/carer costs incurred while participating in meetings and related activities, subject to review and approval. Travel arrangements can also be organised in advance upon request. Members should contact the relevant Council officers for further assistance.

**Accessibility**

We encourage members of all abilities. The in-person meeting venue is accessible with lift access and Changing Places facility. Other arrangements such as online attendance is possible and members are encouraged to contact Officers to advise of access requirements needed to participate.