

Moonee Valley Disability Advisory Committee

Terms of Reference – September 2022

<p>Type of Committee</p>	<p>Citizen Advisory Committee</p>
<p>Purpose and Scope</p>	<p>The Disability Advisory Committee provides Council with a forum to consult with key stakeholders and seek specialist advice around disability to guide the implementation of Moonee Valley’s Disability Action Plan and other appropriate Council strategies.</p> <p>The Disability Advisory Committee objectives are to:</p> <ul style="list-style-type: none"> – Provide advice to Council on issues relating to the empowerment of people with a disability, such as access, inclusion, communication, participation and advocacy. – Identify issues affecting people with a disability in the MVCC community and their families and to advocate and promote an awareness and understanding of these within Council and the community. – Provide Council Officers with support and advice around the operational aspects of service delivery, future initiatives and overarching action plans and policies that relate to people with disability and Council's MV2040 strategy as required. – Support and advise Council on the review of the Moonee Valley City Council’s Disability Action Plan 2014-2023, and the development and implementation of the new Disability Access and Inclusion plan. – Assist with the coordination, planning and implementation of the annual International Day of People with a Disability project for Council.
<p>Membership</p>	<p>The Committee will nominate a member to act as chairperson at each meeting.</p> <p>Up to ten community representatives consisting of people with disabilities, their family or Carers, selected to represent a cross section of the local community and citizens from different geographic locations from Moonee Valley (three wards).</p>

	<p>This number of 10 is exclusive of representatives of key disability service provider and partner organisations, who may also be invited onto the committee.</p> <p>Suitably skilled persons including key Council Officers may be invited to join the Advisory Committee in an advisory capacity for their specialist area, for a specified purpose or period of time. Co-opted members have limited roles and do not participate in group decisions unless specified.</p> <p>All members must be willing to participate in a strategic framework. Committee members may commit to a term of 2 years. This tenure has the opportunity to be extended at the discretion of Council Officers.</p> <p>If a Committee member resigns within their term, the Committee shall recommend a suitably qualified nominee as replacement, subject to Council Officer approval.</p> <p>Up to 10 committee members total. The number of key disability service providers is at the discretion of the committee and Council Officers. One Councillor (*subject to availability).</p>
<p>Roles, Responsibilities and Accountabilities</p>	<p>The Committee is accountable to Council.</p> <p>In order to fulfil the Committee’s objectives, it is helpful if members keep informed of current issues and developments relating to access and inclusion of people with a disability, and actively participate in regular Committee meetings.</p> <p>Council Officers will manage the membership responsibilities of the Committee (i.e. rotation of term, representation of community, etc) and provide administrative support as required.</p>
<p>Reporting requirements</p>	<p>The Committee is not a decision-making body but rather an Advisory Group. As such it does not require voting protocols.</p> <p>Any formal advice provided by the Committee will be reached by consensus of 50% of the committee membership at that time (excluding Council Officers).</p> <p>There is no reporting requirement to Council.</p>
<p>Meetings</p>	<p>Meetings held 8 times a year (every 6 weeks).</p> <p>Extraordinary meetings may be called on top of this.</p>

	Quorum for a meeting is 50% of the committee membership at that time (excluding Council Officers).
Timeline for involvement	<p>Minimum participation in five two-hour meetings annually. (5 out of 8 meetings per year).</p> <p>Committee members are invited to participate in relevant additional related events throughout their term.</p>
Relevant information and references	<ul style="list-style-type: none"> - Moonee Valley Disability Action Plan 2014-2023 and the new version of the MVCC Disability Action Plan once created - Community vision, Council Plan and Health plan 2021 - 2025 - MV2040 Strategy - Inclusive Victoria: State disability plan 2022-2026 (Inclusive Victoria) - Victorian carer strategy 2018-2022 - <i>(Aust) Disability Discrimination Act 1992 (DDA)</i> - <i>Victorian Disability Act 2006</i> - <i>Victorian Charter of Human Rights and Responsibilities Act 2006</i> - <i>Victorian Carer Recognition Act 2012 / (Aust) Carer Recognition Act 2010</i>
Approval date	21.06.2022
Amended	16.09.2022
Next review date	<i>12 months from date approved</i>

SELECTION CRITERIA AND PROCESS FOR APPOINTMENT OF MEMBERS TO THE Moonee Valley Disability Advisory Committee

Purpose

The purpose of a Citizen Committee is:

To inform Council decision making by providing formal pathways for community input and providing regular, formal feedback to Council.

The Disability Advisory Committee objectives are to:

- Provide advice to Council on issues relating to the empowerment of people with a disability, such as access, inclusion, communication, participation and advocacy.
- Identify issues affecting people with a disability in the MVCC community and their families and to advocate and promote an awareness and understanding of these within Council and the community.
- Support and advise Council on the review of the Moonee Valley City Council's Disability Action Plan 2014-2023, and the development and implementation of the new Disability Access and Inclusion plan.
- Provide Council Officers with support and advice around the operational aspects of service delivery, future initiatives and overarching actions plans and policies that relate to people with disability and Council's MV2040 strategy as required.
- Assist with the coordination, planning and implementation of the annual International Day of People with a Disability project for Council.

Eligibility for Membership

Committee representatives must be someone who lives in Moonee Valley or visits for work or recreation (Live, Work or Play).

Community members will be eligible for selection if they are, or have been:

- Living with a disability; or
- A family member of a person with a disability, or
- A Carer of a person with a disability

Where possible, the group should reflect the widest access and inclusion perspectives of people with a disability, and their families and Carers, including:

- People with a psychosocial disability;

File reference: TRIM

- People with disability from the Aboriginal and Torres Strait Islander communities;
- People with disability from Culturally, Religiously and Linguistically Diverse (CRALD) backgrounds;
- People with disability from the Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/ Questioning, Asexual (LGBTIQA+) community;
- People with disability from a variety of life stages (i.e. Young Carers/ young people with a disability);
- People who represent each of the 3 wards of Moonee Valley.

Partner organisation members are:

- Nominated representatives of key disability service provider or partner organisations, invited onto the Committee.

Code of Conduct

Members in the meetings, events and communications will:

- Show our respect for other members
- Show our respect to visitors to meetings and external partners in joint activities
- Direct our questions and statements through the Chair during meetings
- Be transparent in their role within the committee and focus on serving the interests of the MVCC community, rather than their personal interest or interest of their agency. Any potential conflict of interest or benefit to business is to be disclosed as required during discussions.

Current Vacancies

Council is seeking Expressions of Interest to fill up to ten committee member positions on the Disability Advisory Committee. All current members of the Committee are required to nominate through this process if they wish to remain on the Committee. These positions are for a term of two years with the possible extension for another two-year term (at Council Officer discretion).

Application and Selection Process

Committee representatives must demonstrate an ability or willingness to participate in a strategic framework, work collaboratively and be respectful of diverse views. As far as possible, members of the committee will reflect the full range of issues relating to inclusion of people living with a disability in Moonee Valley, their families and Carers and be representative of the three wards of MVCC. Members may be selected on this basis.

Applicants should fill in the application form and submit it by the due date. Support is available for any Committee person requiring Auslan or audio description. Should anyone require the application form in an alternate format or assistance with completing the application form please contact the Access and Inclusion Officer on tel. 9243 8781 or email karmstrong@mvcc.vic.gov.au .

Final selection will be by the nominated MVCC Council Officers in the Aged and Disability Department.

Council Website

Citizen Advisory Group page: <https://yoursay.mvcc.vic.gov.au/dac>