**Moonee Valley Disability Advisory Committee**

Terms of Reference – October 2023

|  |  |
| --- | --- |
| **Type of Committee** | **Citizen Advisory Committee** |
| **Purpose and Scope** | 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.  The Disability Advisory Committee objectives are to:   * Provide advice to Council on issues relating to the empowerment of people with a disability and Neurodiverse people, such as access, inclusion, communication, participation and advocacy. * Identify issues affecting people with a disability and Neurodiverse people 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 Neurodiverse people 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 Plan January 2024 – December 2025.   Assist with the coordination, planning and implementation of the annual International Day of People with a Disability project for Council. |
| **Membership** | The Committee will nominate a member to act as chairperson at each meeting.  Up to twelve community representatives consisting of people with living experience of disabilities, Neurodiverse people, 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). Membership will consider representation of people of all ages, from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex people.  Two of these twelve positions will be made available to people with living experience of disabilities who work and or volunteer in Moonee Valley.  This number of 12 is exclusive of representatives of key disability service provider and partner organisations, who may also be invited onto the committee at Council Officer discretion.  Suitably skilled persons including key Council Officers may be invited to join the Committee in an advisory capacity for their specialist area, for a specified purpose or period of time. These co-opted members have limited roles and do not participate in group decisions unless specified.  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.  If a Committee member resigns within their term, the Committee shall recommend a suitably qualified nominee as replacement, subject to Council Officer approval.  Up to 12 committee members (10 residents and 2 volunteers and/or employees in Moonee Valley) total.  The number of key disability service providers is at the discretion of the committee and Council Officers.  Mayor and Councillors are invited to attend as guests (\*subject to availability). |
| **Roles, Responsibilities and Accountabilities** | The Committee is accountable to Council.  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.  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. Council is able to discuss and address barriers to participation for members i.e. provide support for online participation, transport to meetings, meet one on one, etc. |
| **Reporting requirements** | The Committee is not a decision-making body but rather an Advisory Group. As such it does not require voting protocols.  Any formal advice provided by the Committee will be reached by consensus of 50% of the committee membership at that time (excluding Council Officers).  There is no reporting requirement to Council. |
| **Meetings** | Meetings held 8 times a year (every 6 weeks) in person and an online where possible.  Extraordinary meetings may be called on top of this.  Quorum for a meeting is 50% of the committee membership at that time (excluding Council Officers). |
| **Timeline for involvement** | Minimum participation in five two-hour meetings annually (i.e. 5 out of 8 meetings per year).  Committee members are invited to participate in relevant additional related events throughout their term. |
| **Relevant information and references** | * Moonee Valley Disability Action Plan 2014-2023 and the new MVCC Disability Action Plan 2024-2025 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 – Extended until 2023 while new version developed * Australian Disability Strategy 2021-2031 * *(Aust) Disability Discrimination Act 1992 (DDA)* * *Victorian Disability Act 2006* * *Victorian Charter of Human Rights and Responsibilities Act 2006* * *Victorian Carer Recognition Act 2012 / (Aust) Carer Recognition Act 2010* * *Gender Equality Act 2020* |
| **Approval date:**  **Amended:**  **Review date:** | 14.09.2023  17.10.2023  September 2024 (*12 months from date approved)* |

**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 and Neurodiverse people, such as access, inclusion, communication, participation and advocacy.
* Identify issues affecting people with a disability and Neurodiverse people 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 Plan 2024-25.
* 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, Neurodiverse people 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 /volunteering or recreation (Live, Work or Play).

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

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

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

* People with a psychosocial disability;
* 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 across the gender spectrum (i.e. male, female, gender diverse)
* 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.

**If a breach of conduct occurs**

Council Officers will monitor behaviour of Committee members and address any concerns directly with the member/s involved.

If a committee member fails to attend the minimum of 5 meetings in the calendar year, they will be provided with a warning and may be asked to step down from the Committee.

**Process to fill Vacancies**

When Committee vacancies occur, Council Officers will advertise to fill these as promptly as possible.

Example text for recruitment:

Council is seeking Expressions of Interest to fill up to twelve committee member positions on the Disability Advisory Committee. Two of these positions are designated for people with disability and Neurodiverse people who work and/or volunteer in the Moonee Valley area. The remaining ten positions are for people who live, work, recreate or play in the Moonee Valley area. 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](mailto: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 Committee page: <https://yoursay.mvcc.vic.gov.au/dac>

**Agreement**

By signing this document, I hereby agree to abide by the DAC Terms of Reference (October 2023).

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability Advisory Committee Member:** | | **Authorised Council Officer Representative:** | |
|  |  | Title: | Access and Inclusion Officer |
| Name: |  | Name: | Kelly Armstrong |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |