



WELLINGTON SHIRE COUNCIL WELLINGTON DISABILITY ADVISORY COMMITTEE TERMS OF REFERENCE

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1. INTRODUCTION

The Wellington Shire Council (Council) has a Disability Action Plan (currently the *Wellington Access and Inclusion Plan 2017-2022*) that supports Council as a workplace and service provider to be more accessible and inclusive for people living with a disability.

The Wellington Disability Advisory Committee is formed by Council as an unincorporated advisory group operating under these Terms of Reference.

2. PURPOSE OF THE WELLINGTON DISABILITY ADVISORY COMMITTEE

The objectives of the Wellington Disability Advisory Committee are:

- a) To provide advice to Council on accessibility and inclusion matters that concern the communities across Wellington Shire.
- b) To provide advice into Council's Disability Action Plan, including actions relating to the Plan, as requested by Council.
- c) To conduct site accessibility visits of Council facilities, as requested by Council.
- d) To provide advice into Council project steering groups, as requested by Council.
- e) Provide networking opportunities to help address service planning and delivery of service for people with a disability.

3. COMPOSITION OF THE WELLINGTON DISABILITY ADVISORY COMMITTEE

The aim of the Wellington Disability Advisory Committee membership is to provide a diverse representation of people living with or caring for someone with a disability in Wellington Shire. Membership must reflect the diversity of persons with a disability in Wellington Shire, including, but not limited to, age, location, disability type, cultural and indigenous background.

The membership will include (but not be limited to) the following representatives:

Councillor representative	Appointed annually by Council
Community representatives (max of 10)	<ul style="list-style-type: none">• People with a disability.• People who are family members or carers of a person with a disability.• People with experience, expertise or an interest in issues affecting people with a disability.
Council staff (one or more depending on meeting purpose and or agenda item)	Coordinator Social Planning and Policy Senior Community Development Officer Manager Communities, Facilities and Emergency Other Council staff by invitation

In relation to community representatives:

- a) In selecting membership, Council shall ensure that no one interest group is overrepresented, and the community representative membership has sufficient diversity.
- b) The majority of community representatives will be people living with a disability, or people caring for people with a disability.
- c) The selection and appointment by Council of community representatives shall be in accordance with the following process:
 - i. Recruitment campaign seeking expressions of interest from suitable applicants;
 - ii. Evaluation of applicant skills, qualifications, experience, personal interests, other relevant background;
 - iii. Assessment process by Council staff, including a panel interview of shortlisted applicants;
 - iv. Selected community representatives be registered and inducted as Council volunteers;
 - v. Upon completing registration and induction, appointment of successful applicants made via formal letter and or alternative accessible method of communication.
- d) Community representatives will be appointed for a term of three years, commencing from the date of endorsement of membership or signing the Appointment Form.
- e) Council may cancel a community representative's volunteer registration and/or membership of Wellington Disability Advisory Committee at Council's discretion. Council will advise the member in writing, including the reason for cancellation.
- f) A community representative may resign at any time by giving notice verbally or in writing to a Council staff member on the Wellington Disability Advisory Committee.
- g) Membership of the Wellington Disability Advisory Committee is voluntary. No community representative will receive any payment for their services as a member. However, community representatives may be eligible for reimbursement for travel and other legitimate expenses incurred when undertaking a site accessibility visit or attending a steering group meeting.
- h) The Wellington Disability Advisory Committee has no delegated decision-making authority.

4. MEETINGS

- a) Frequency – Quarterly.
- b) Venue – The Carang Carang Room at the Council Port of Sale building is the preferred meeting venue. There may be an option for members to join on-line via a Teams link. Other appropriate locations across Wellington Shire may be considered.
- c) Agenda - To be prepared and distributed by the Chair.
- d) Chair – Councillor or Council Staff.
- e) Minutes - To be distributed with associated attachments in a timely manner and in an accessible format.
- f) Guests - Council staff and external guests may be invited to provide relevant subject matter expertise and advice.

- g) Duration - Meetings not to exceed 2 hours.
- h) Catering - Council will arrange light refreshments. Members will indicate attendance in advance as requested to assist with dietary requirements.
- i) Quorum – Minimum of six attendees (of which three are community representatives) are required for the meeting to occur.
 - i. Wellington Disability Advisory Committee members will be asked to RSVP their attendance three working days prior to meeting date to confirm if a meeting will go ahead.

5. SITE ACCESSIBILITY VISITS

- a) Site accessibility visits to occur by request of Council, depending on availability of Wellington Disability Advisory Committee community representatives and where facility use indicates that a site accessibility visit would be productive.
- b) Council staff will ascertain interest and make suggestions for prospective facilities to be visited and assessed.
- c) Site accessibility visits will be flagged in advance, where possible at a meeting.
- d) Generally, three to four Wellington Disability Advisory Committee community representatives will attend a site accessibility visit.
- e) Calls for expressions of interest will be made for each visit. If more than four community representative express interest in attending a visit, Council staff will make a decision on the community representatives who will attend, taking into account:
 - i. feedback from facility managers;
 - ii. the need to provide opportunities for all community representatives;
 - iii. the need to not unduly burden community representatives; and
 - iv. the need to provide as diverse representation as possible.
- f) Community representatives attending site accessibility visits requiring assistance are to advise Council of their requirements as early as possible, to allow time for any necessary arrangements to be made.
- g) Times and dates of site accessibility visits will be arranged between Council, facilities managers and community representatives attending .
- h) Where possible, Council will arrange light refreshments for community representative attending a site accessibility visit.
- i) For each accessibility visit, a brief report shall be prepared by a nominated community representative, to present at the next meeting.

6. STEERING GROUP REPRESENTATION

From time to time, Council may request either ad hoc or ongoing Wellington Disability Advisory Committee representation on a Council steering group directing a facility or service development, expansion or modification.

- a) Expressions of interest may be called for from community representatives, and/or Council staff may approach individual community representatives at Council's discretion.

- b) Consideration of the following will be considered when choosing Wellington Disability Advisory Committee representation on a Council steering group:
 - i. Feedback from steering group members;
 - ii. The nature of the project and the scope of the commitment;
 - iii. Demands on Wellington Disability Advisory Committee community representatives;
 - iv. Particular interests or skills of Wellington Disability Advisory Committee community representatives.

7. CONDUCT OF WELLINGTON DISABILITY ADVISORY COMMITTEE MEMBERS

Members of the Wellington Disability Advisory Committee will:

- a) Come to any decisions after discussion and sharing information respectfully and openly.
- b) Ensure that matters are considered fairly and consistently.
- c) Make decisions based on the best available information.
- d) Treat each other with respect and courtesy, and refrain from abusive or aggressive behaviour.
- e) Respect the rights of others to be heard (whatever the views of that person).
- f) Keep confidential all matters and documents declared to be confidential, or which can reasonably be assumed to be confidential due to private or sensitive content.
- g) Treat Councillors and Council staff with respect and courtesy (including when conducting site accessibility visits), in a spirit of cooperation and collaboration, rather than criticism.
- h) Recognise that decisions or recommendations of the Wellington Disability Advisory Committee are an important input into Council decision making, however will be not automatically be adopted by Council.

8. CONFIDENTIALITY

Members of the Wellington Disability Advisory Committee are bound by the provisions of Section 125 of the *Local Government Act 2020*, in relation to confidentiality. In this regard, members are expected to maintain confidentiality of information in relation to confidential matters that may be under consideration from time to time, particularly those matters of a commercial in confidence nature.

9. INSURANCE

Community representatives must go through the appropriate application and appointment process to become registered Council volunteers, to be covered by Council's insurance.

10. DISPUTES

Any dispute arising from the operation of the Wellington Disability Advisory Committee, including relating to member conduct or the interpretation of these Terms of Reference, shall be referred to the Manager Communities, Facilities and Emergencies in the first instance, and then to the General Manager Community and Culture if necessary.

DOCUMENT CONTROL

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