

# **DISABILITY INCLUSION ADVISORY COMMITTEE**

## **TERMS OF REFERENCE June 2024**

### **AIM**

The aim of the Disability Inclusion Advisory Committee (DIAC) is to establish a consultative framework to enable input from the community to Council, to advise on the priority accessibility needs and inclusion of people with disabilities within the Municipality.

The DIAC was established in 2001 and has evolved over the years from being an advisory committee to also being an expert resource to Council in addressing barriers to access and inclusion for people with a disability.

### **RATIONALE**

Mildura Rural City Council is committed to ensuring the provision of equitable and dignified access and inclusion to all people, to its services, programs and facilities within the municipality.

Council has a legal and moral responsibility to ensure that its facilities and services comply with a range of legislative and strategic frameworks.

These include:

- The Commonwealth Disability Discrimination Act 1992
- The Australian Standard 1428 (Design for Access & Mobility)
- The Building Code of Australia
- Human Right & Equal Opportunity Acts 1986
- The Planning and Environment Act 1987 or as updated
- The Mildura Planning Scheme
- The Victorian Disability Act 2006
- The Victorian Equal Opportunity Act
- A Fairer Victoria 2005
- The State Disability Plan 2021-2024
- Mildura Rural City Council Plan
- Community Health & Wellbeing Plan

The Community Health & Wellbeing Plan provides a strategic framework for Council staff to respond to barriers to access and inclusion for people with a disability. The Community Health & Wellbeing Plan covers the breadth of Council facilities and services with almost every business unit within Council having responsibility or input into an identified strategy. The DIAC has an important role in monitoring the implementation and evaluation of the effectiveness of the Disability Action Plan.

The vision for our community is to become the most liveable, people friendly community in Australia – ensuring people with a disability, their families and carers are all included in the vision.

The DIAC has an advisory role in prioritising capital works projects that impact more severely on people with a disability or people with a mobility issue. There is always scope for the roles and responsibilities of the DIAC to be extended as new priorities are identified.

The vision is to increase the role the DIAC plays within Council and the community so that people with a disability are supported and motivated to bring about positive change that impacts upon them, their families and carers.

## **TERMS OF REFERENCE**

- (a) Act as a knowledgeable and consultative resource to the Council.
- (b) Assist in identifying issues of need for access and inclusion for people with a disability.
- (c) Assist in the identification, development and planning of proposed capital and maintenance work programs.
- (d) Provide input into and be actively involved in the development of programs and projects as they relate to the needs of people with a disability in the community.
- (e) Provide input into and be actively involved in events and activities for people with a disability.
- (f) Participate in Grant Funding processes as necessary.
- (g) Review the terms of reference annually of the DIAC with the aim of increasing its level of influence on Council operations.
- (h) Play an active role in raising community awareness of disability access and inclusion issues.

## **COMMITTEE MEMBERSHIP**

- (i) Members of the Committee must have a commitment to working to improve access and inclusion for people in the community with a disability and those people who support them.

- (ii) A designated DIAC member will chair the meeting.
- (iii) The Committee will meet on a monthly basis.
- (iv) Membership will consist of
  - Between four (4) to eight (8) community representatives who are either a person with a disability, a carer (Definition of Carer – somebody who has the principal responsibility of caring for a person with a disability) or parent/sibling of a person with a disability. The Committee will endeavour to have people with a broad range of disabilities represented on the Committee, with all members over the age of 18. The committee will actively encourage diversity within the group in terms of age, gender, cultural background and other.
  - Two (2) to Six (6) local disability service organisation representatives and,
    - Up to four (4) Mildura Rural City Council representatives, including the Diversity and Inclusion Officer, Community Wellbeing Coordinator, Manager of Engineering Services and the Manager of Strategic Planning or their nominated representatives.
  - Portfolio Councillor
- (v) Membership (Community Members and Disability Service Providers) will be for a three year term unless the member resigns prior to this date. Positions will be advertised on a biennial basis with the members who have served the longest period being advertised first, those members can reapply. Unless more than 2 vacancies exist, no more than 1 position from each category will be advertised at any one point in time
- (vi) Attendance - Committee members can be absent for (3) three consecutive monthly meetings without contact - unless there is a legitimate reason such as illness otherwise after contacting the member, their position will be terminated and a new member position offered.
- (vii) Within three months of a position becoming vacant an advertisement will be placed to fill the vacancy, unless this coincides with the biennial advertisements at which time this vacancy will also be advertised.
- (viii) Where an organisation is represented, other staff members from that organisation are able to assume the position on the Committee if the elected member is unable to attend.
- (ix) Disability Inclusion Advisory Committee will select new members.

## **ROLES AND RESPONSIBILITIES**

### **Chairperson**

1. Ensure meetings are conducted in an orderly and timely manner.

2. Reinforce the purpose of the Committee as per the Terms of Reference.
3. Represent the Committee when appropriate.
4. Report to Council as required.
5. Liaise with community groups as appropriate.
6. Act as a communication link with Council and the community.

### **Deputy Chairperson**

1. Act as the chairperson in meetings in the chairperson's absence.
2. Stand in for the Chairperson in the chairperson's absence in performing the duties required of the role
3. Support the Chair in performing the role (at the chair's request), such as attending external meetings and sharing the actions that arise in meetings.

### **MRCC Representative**

1. Record minutes of meetings, send out agendas and book meeting room.
2. Ensure that minutes reach all nominated office bearers and attendees in a timely manner.
3. Record and collate all committee correspondence.
4. Draft correspondence and follow up on relevant issues as directed by the Committee.

### **Committee Members**

1. Represent people with a disability, their families and carers and their needs.
2. Communicate those needs to the Committee.
3. Act in the best interests of the community they represent.
4. Participate in projects as directed by the committee.

### **Committee Protocols**

1. All communications to Council are via the committee minutes, that are provided by the MRCC representative to the distribution list below.

2. All meetings will be conducted in an orderly fashion as directed by the Chairperson.
3. Conduct of meeting will be in accordance with Council Meeting Code of Conduct

### **Distribution of Minutes**

The following to receive minutes:

- a) MRCC - Chief Executive Officer
- b) The Mayor - Mildura Rural City Council
- c) Manager Engineering Development & Delivery
- d) Engineering Development Team Leader
- e) Manager Strategic Planning
- f) Manager Community Partnerships
- g) Community Wellbeing Coordinator
- h) Committee Members
- i) Relevant Councillors