

Mount Alexander Disability Inclusion Advisory Group



DRAFT Terms of Reference

Acknowledgment

Mount Alexander Shire Council acknowledges the Dja Dja Wurrung as the traditional owners of the lands and waters of the Mount Alexander Shire. We also recognise all other Indigenous people of the Shire. We acknowledge the vital role the traditional owners, the local Djaara people, play as the custodians of the region.

1. Purpose

The purpose of the Mount Alexander Disability Inclusion Advisory Group (DIAG) is to support Council in its implementation of actions relating to Council's *Disability Inclusion Action Plan 2023-2027*. This plan works across key Council strategies, services, plans and policies to promote the benefits of diversity and enhance understanding of the barriers to equality being faced by people with disabilities.

The Advisory Group also aims to provide Mount Alexander Shire Council (Council) with guidance and information on the issues facing community members with a disability and provide opportunities to acknowledge and/or address them collaboratively.

2. Objectives

The objectives of the Advisory Group are to:

- a) Build Council's organisational competence in working with people with disability through a better understanding of issues and facts.
- b) Build Council staff capacity to design accessible spaces and to deliver equitable services and programs that engage people with disability.
- c) Work in partnership with key stakeholders to acknowledge and address ablism in the community.
- d) Provide Council and other local community-based service providers with an effective channel of communication to reach community members experiencing all forms of disability.
- e) Highlight and celebrate the achievements of those living with a disability.

3. Membership and Roles

- a) Membership of the Advisory Group will seek to be reflective of the diversity of people with disability.
- b) Membership will be comprised of:
 - Local community members representing the diversity of people with disability within the Mount Alexander Shire community.
 - Representatives from local community-based organisations, or services that support people with disability. Max 2 from each org.

- Up to four (4) Council representatives (including a member of the Leadership Team from each directorate).
- c) The Advisory Group meetings will be chaired by the Social Equity and Inclusion Officer.
- d) Invitations will be extended to representatives of community groups, businesses, organisations and government departments to attend specific meetings, as required.
- e) Administration support (including formal communications from the group) will be provided by Mount Alexander Shire Council.
- f) Member organisations are requested to send a proxy, when possible to ensure quorum.

4. Term of Appointment – version 2

- a) Members of the Advisory Group may be appointed for a term of twelve (12) months
- b) A review of the TOR will be held at the conclusion of the twelve (12) months. The group will continue to meet to on a regular basis as deemed necessary by the group.

5. Meetings and Reporting

- a) Meetings of the Advisory Group will be held quarterly.
- b) Meetings format and venue to be determined after the group is convened.
- c) The agenda and supporting documents will be distributed at least five (5) days prior to the next scheduled meeting.
- d) Notes from each meeting will be circulated to all members within the month following each meeting.

6. Quorum

- a) A quorum will constitute the presence of a minimum of 50% of members.
- b) If a quorum cannot be reached, the meeting may be adjourned or held however, no formal decisions can be endorsed.

7. Code of Conduct

Members of the Advisory Group will commit to;

- a) Treat everyone with respect, dignity, courtesy and sensitivity.
- b) Respect the diversity of experiences, expertise and opinions of other members.
- c) Organisational reps will represent the position of their org and not their own.

8. Communications

- a) Members agree not to use, apply, disclose, publish or release any information agreed as 'Confidential' without the prior approval of the other signatories.
- b) All media enquiries and distribution of information to the community about the Advisory Group, or on behalf of the Advisory Group, will be managed by Mount Alexander Shire Council.

9. Review Period for Terms of Reference

- a) The Terms of Reference will be reviewed by the Advisory Group members at the final meeting of the year each year in conjunction with a review of membership