



Mildura Rural City Council

## **DISABILITY ACCESS ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **AIM**

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

The DAAC established in 2001 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, dignified access to all of its services, facilities, people, systems and processes.

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 2017-2020

- Mildura Rural City Council Plan
- Mildura Rural City Council Social Inclusion Policy
- Mildura Rural City Council Community Access & Inclusion Plan 2014 - 2018 (CAIP)

The CAIP provides a strategic framework for Council staff to respond to barriers to access and inclusion for people with a disability. The CAIP covers the breadth of Council facilities and services with almost every business unit within Council having responsibility or input into an identified strategy. 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 also included in vision. The DAAC has an important role in monitoring the implementation and evaluation of the effectiveness of the CAIP.

The DAAC has responsibility for prioritising a list of capital works projects that impact more severely on people with a disability or people with a mobility issue. On an annual basis, the list is reviewed by the DAAC and the list is prioritised.

There is always scope for the roles and responsibilities of the DAAC to be extended as new priorities are identified. The vision is to increase the role the DAAC plays within Council and the community so that people with a disability are included, supported and motivated to bring about positive change that impacts upon them, their families and carers

## **TERMS OF REFERENCE**

- (a) Act as an expert 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 policies, 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 and operation of DAAC 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.
- (i) Participate in other activities as required.

## 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 DAAC member will chair the meeting.
- (iii) The Committee will meet on a monthly basis.
- (iv) Membership will consist of
  - Up to eight (8) community representatives who are either a person with a disability, a carer or parent/sibling of a person with a disability. The Committee will endeavour to have a broad range of disabilities represented on the Committee, and all members will be over the age of 18.
  - Definition of Carer – somebody who has the principal responsibility of caring for a person with a disability.
  - Two (2) local disability service provider representatives and,
  - Up to four (4) Mildura Rural City Council representatives, including the Rural Access Worker, Manager of Engineering Services and the Co-ordinator of Strategic Planning or their nominated representatives.
  - A nominated elected Councillor
  - The committee will actively encourage diversity within the group in terms of age, gender, ethnicity etc.
- (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 bi-annual basis with the members who have served the longest period being advertised first, current 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. This process will begin in January 2010.
- (vi) Within three months of a resignation of a community member an advertisement will be placed to fill the vacancy, unless this vacancy coincides with the bi-annual advertisements at which time this vacancy will also be advertised.
- (vii) 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 continue in that role. Basically, the committee member is interchangeable when they represent an organisation.
- (viii) Successful members are selected by the Disability Access Advisory Committee.

## **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 between Council, Committee and the community.

### **MRCC Representative**

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

### **Committee Protocols**

1. All communications to Council are via the committee minutes.
2. All meetings will be conducted in an orderly fashion as directed by the Chairperson.

## **Distribution of Minutes**

The following to receive minutes:

- a) MRCC - Chief Executive Officer
- b) The Mayor - Mildura Rural City Council
- c) Manager Engineering Services
- d) Co-ordinator Strategic Planning
- c) Manager Community Futures
- e) Committee Members
- f) Relevant Councillor