



P D A C

# Premier's Disability Advisory Council

TERMS OF REFERENCE

Updated as July 2021

(d21/42145)

# Terms of Reference

## THE COUNCIL

The Premier's Disability Advisory Council ("the Council") is established by Crown prerogative.

## ROLE OF THE COUNCIL

The Council shall assist the Tasmanian Government and broader community to enable the full participation of people with disability in all aspects of community life, in accord with the vision outlined in *Accessible Island Tasmania's Disability Framework for Action 2018-2021 (Accessible Island)*.

## FUNCTIONS

The Council shall:

1. Provide strategic advice to Government on directions, policies and solutions to issues related to the social inclusion and participation of people with disability.
2. Assist in monitoring the implementation of Tasmania's whole-of-government disability policy, the Disability Framework for Action.
3. Promote awareness of the needs, rights and aspirations of people with disability, their families and carers across all sectors of Government and the community.
4. Ensure that the perspectives of people with disability across the lifespan, across cultures and within the Aboriginal community are reflected in the advice provided to Government.
5. With the approval of the Chair, facilitate community consultation and input in regard to major policy initiatives referred to it by Government.
6. Submit through the Premier an annual report to Cabinet on issues arising from the implementation of *Accessible Island* and the *Disability Justice Plan for Tasmania 2017-2020*.
7. When relevant, consult and work in partnership with other relevant disability advisory councils or bodies whether at a national, state or local government level.

## CHAIR AND MINISTERIAL REPRESENTATION

The Premier's Disability Advisory Council is chaired by the Premier and includes the Minister with portfolio responsibility for Disability Services (Department of Communities Tasmania).

Ministers with matters of interest to their portfolio may also be invited to attend meetings of the Council according to the nature of the work program.

## COMMUNITY MEMBERSHIP

The Council will also consist of no more than 11 community members appointed by the Premier.

Community membership of the Council should be broad ranging and include:

- People with disability;
- Parents or family members of people with disability;
- People who are involved in service provision, education or advocacy;
- People who are connected to people with disability through involvement in community organisations;
- Practitioners, clinicians or researchers in areas relevant to the lives of people with disability.

All community members are appointed as individuals and not to represent a particular organisation and its views.

Membership will be regionally balanced.

Vacancies on the Council will be widely advertised and interested people will be invited to apply and participate in a selection process.

Community members will be appointed for three years. Members may reapply on the expiry of their membership but no member should serve more than two consecutive terms. Interested individuals may apply again after a three-year break from the Council.



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Membership of the Council is on a voluntary basis. Members will be reimbursed for out-of-pocket expenses incurred as a result of attending meetings or conducting other Council business as deemed appropriate under the guidelines established by the Secretary, Department of Communities Tasmania.

### COMMUNITY CHAIR

The Council will appoint a Community Chair and Deputy Chair to chair out of session meetings of PDAC in the absence of the Premier.

Should the second terms as PDAC members of the Community Chair and the Deputy Chair expire simultaneously, the Community Chair may be invited to extend their term by one year to enable leadership continuity. Should the Community Chair decline this role, the Deputy Community Chair may be invited to assume the role of Chair and extend their term by one year.

### Representatives of Government Departments

At the invitation of the Chair of the Council, representatives from State, Commonwealth and/or Local Government may participate in the Council on issues that are relevant to their jurisdiction. Invited representatives are not members and do not have formal rights on the Council.

### WORK PROGRAM

A work program for the Council will be determined annually by general consent of Council members.

All PDAC's incoming correspondence will go to the Premier as Chair and be distributed to PDAC community members as soon as possible.

PDAC community members may decide from time to time to prepare submissions to the Tasmanian government on policy issues relevant to Accessible Island. Submissions prepared by PDAC community members do not reflect the views of the Premier or Minister for Disability Services.

## SPECIALIST WORKING BODIES

The council will have the capacity to appoint additional specialist working bodies to assist it in undertaking its work program. Working groups will be responsible for progressing all aspects of the assigned work and for reporting on progress to the council. The council will determine the membership and work program of the working groups. Membership may include additional departmental and non-government representatives as required.

## ADMINISTRATIVE ARRANGEMENTS

The Council will meet at least twice annually.

PDAC community members will also meet out of session at least twice a year to progress PDAC's work program. Wherever possible, video-conferencing facilities will be used for out of session meetings to minimise travel.

A quorum for out of session meetings will be half the membership plus one.

Standing Committees and specialist working groups will meet as required. The Department of Communities Tasmania will provide secretariat support to the Council.

The Secretary, Department of Communities Tasmania may determine administrative arrangements from time to time on matters related to the operation of the Council, including:

- Policy in relation to reimbursement of reasonable out of pocket expenses of members;
- Guidelines for members in relation to conduct and participation;
- The process to support the Premier in the appointment of members; and
- Arrangements to assist the effective operation of the Council.

Administrative support for other specialist working groups will be determined by the Council on a case by case basis.

## GUIDE FOR REIMBURSEMENT OF COSTS

### 1. Travel

- 1.1 The option for members travelling from a common area to car pool is strongly encouraged.
- 1.2 Taxi vouchers are available for members who have no alternate means of transport to attend local meetings.
- 1.3 Members who are government employees are expected, whenever possible, to utilise a Government vehicle to attend meetings.
- 1.4 Travel allowance and mileage reimbursements are based on the current State Government per kilometre travel allowance rates. Please contact Communities, Sport and Recreation for current rates.
- 1.5 If the above options do not meet the travel needs of a member, please contact Communities, Sport and Recreation to make alternate arrangements.

### 2 Accommodation

- 2.1 If members require accommodation in order to attend a meeting and have no alternative accommodation options, please contact Communities, Sport and Recreation. Accommodation will be booked and paid for by the department.

### 3 Meal allowance

- 3.1 Lunch will be provided for members attending face-to-face meetings between 11 am and 1 pm.
- 3.2 When meals are not provided as part of meeting arrangements reimbursement for meals will be made on presentation of a receipt. Meal allowance is paid in accordance with the current State Government meal allowance rate. The cost of alcoholic beverages will not be reimbursed. Please contact Communities, Sport and Recreation for current rates.

#### 4. Expectation of members

4.1 Members are expected to give priority to attendance at normal meeting of the Council and will be required to attend at least 50 per cent of meetings each year and may not be represented by proxy members.

4.2 Membership will expire automatically if a member is absent for more than 50 per cent of meetings with or without notice to the Chair. In this event, members will be notified in writing by the Community Chair.

4.3 Members may be required to attend out-of-session Council meetings.

4.4 Members will be expected to represent the Council on relevant Government working groups and report back to Council on these activities. If members are absent from two or more working group meetings, the Chair may nominate a replacement representative.

6.5 Some intra-state travel may be required.

6.6 Members are responsible for:

- Actively participating in Council meetings by contributing ideas, advice and expertise in relation to issues of importance to people with disability.
- Reporting on relevant issues to their networks.
- Working collectively with other members and Government agency representatives in relation to disability issues.
- Representing the Council at events, forums and consultations as required and reporting back to Council on these activities.

#### 4 Miscellaneous

4.1 Communities, Sport and Recreation may be able to arrange personal or family support if this is required to assist a member attend meetings. Please contact Communities, Sport and Recreation to advise of particular needs so that, if necessary, arrangements may be put in place.



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- 4.2 Any reasonable out of pocket expenses related to attendance at meetings may be reimbursed by providing receipts to Communities, Sport and Recreation.
- 4.3 Registration costs for workshops/conferences that are attended by a member as a representative of the council/committee will be paid for by the Department, as directed by the Chairperson of the council/committee.

## 5 Contact details

Communities, Sport and Recreation  
Department of Communities Tasmania  
GPO Box 65  
HOBART TAS 7001

Phone: Communities, Sport and Recreation on 03 6165 8388.

Email: [disability@communities.tas.gov.au](mailto:disability@communities.tas.gov.au)