



P D A C

# Premier's Disability Advisory Council

TERMS OF REFERENCE

Updated as June 2016

# 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 the Disability Framework for Action.

## 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 the Disability Framework for Action.
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 Health and Human Services).



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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.

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 Premier and Cabinet.



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#### **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 the DFA. Submissions prepared by PDAC community members do not reflect the views of the Premier or Minister for Human Services.

#### **MINISTER'S DISABILITY ADVISORY COMMITTEE**

A Minister's Disability Advisory Committee ("the Committee") has been formed to focus on specialist services delivered through Disability Services Tasmania and to provide input to State and national matters related to these services, including the National Disability Agreement.

The membership, terms of reference and work program of the Committee will be determined by the Minister for Human Services.



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The Chair of the Committee will be an ex-officio member of the Premier's Disability Advisory Council.

The Chair of the Committee, through the Minister for Human Services, will report on its activities and work program on a regular basis to the Council.

### **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 Premier and Cabinet will provide secretariat support to the Council.

The Secretary, Department of Premier and Cabinet 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.



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Secretariat support for the Minister's Disability Advisory Committee will be provided by the Department of Health and Human Services, with administrative arrangements to be determined by the relevant Minister.

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 Members travelling an extended distance (ie more than 50km) for the sole purpose of attending a council or committee meeting can be provided with a hire vehicle. Please contact Communities, Sport and Recreation for booking this (see 5).
- 1.5 Members travelling an extended distance to attend a council or committee meeting with the intention of carrying out business not related to the committee can use their own private vehicle and claim reimbursement on a per kilometre rate for half the journey only.
  - Travel allowance reimbursements are based on the current State Government per kilometre travel allowance rates. Please contact Communities, Sport and Recreation for current rates.
  - Please note that members will not be reimbursed at the above rates for using their own private vehicle if the sole purpose of their journey was to attend the meeting. In this instance a hire vehicle can be organised for members.
- 1.6 If options 1.1 – 1.5 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.



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### 3 Meal allowance

- 3.1 Light lunch will be provided for members attending face-to-face meetings between 11am and 1pm.
- 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 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. (See 5 for contact details)
- 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 Premier and Cabinet  
GPO Box 123  
HOBART TAS 7001

Phone: Call Communities, Sport and Recreation on 03 6232 7133 or Service Tasmania on 1300 135 513

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