



P D A C

Premier's Disability Advisory Council

TERMS OF REFERENCE

Updated as July 2023

(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 the 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 State 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. 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.
4. Through the secretariat provide community consultation and input regarding major policy initiatives referred to it by Government.
5. Submit through the Premier an annual report to Cabinet on issues arising from the implementation of the Disability Framework for Action,
6. When relevant, consult and work in partnership with National and State advisory councils when referred by Government.

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.



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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 a minimum of 8 and 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 to represent the lived experience of their community and not to represent a particular organisation and its views.

As far as possible the membership will be regionally balanced and reflect the gender and cultural diversity of the Tasmanian community. Vacancies on the Council will be widely advertised and interested people will be invited to apply and participate in a selection process. In the event of a casual vacancy, applicants who were deemed suitable in the most recent selection process may be appointed during the following 12-month period without undergoing a further selection process.

Community members will be appointed for up to three years, with terms to expire on 1 July or 1 January in the relevant year. Members may be reappointed for further three-year terms at the discretion of the Premier. Where a member has been appointed from a prior selection process to fill a casual vacancy that member will serve until the end of the departing member's term whereupon they may be offered a further additional three-year term.

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



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business as deemed appropriate under the guidelines established by the Secretary, Department of Premier and Cabinet (see Attachment I).

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 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, National 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.

EXPECTATION OF MEMBERS

Members are expected to give priority to attendance at normal meetings 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.

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.

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

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

Some intra-state travel may be required.

Members are required to:



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- actively participate in all meetings and share information advice and expertise in relation to issues of importance to people with disability.
- Act in a professional, respectful and collaborative manner when discussing and resolving issues.
- Maintain the confidentiality of Council deliberations and, on occasion, of sensitive information shared with the Council.
- Collaborate with other members and Government agency representatives in relation to disability issues.
- Represent the Council at forums and consultations as required and report to Council on these activities.

On occasion, Council members may be provided with confidential material. Members will be able to seek advice from the Secretariat where they have queries about confidential information and circumstances in which it may be shared beyond the Council.

Any member with a Conflict of Interest regarding a particular issue or agenda item must declare that interest prior to the commencement of related discussions.

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 occasionally to prepare submissions to the Tasmanian government on policy issues relevant to the Disability Framework for Action. Submissions prepared by PDAC community members do not reflect the views of the Premier or Minister for Disability Services.

The PDAC Secretariat is responsible for:

- supporting the Chair and Community Chair,
- liaison with Council members;



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- organising meetings and collating meeting papers; and
- assisting in the compilation of PDAC reports and submissions.

Where Council members raise issues with the Secretariat out-of-session, these may be referred to the relevant agency for advice. However, the Secretariat is not responsible for ensuring resolution of these issues which are the respective agency's responsibility.

SPECIALIST WORKING GROUPS

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 with the Premier and Minister who has responsibility for the Disability portfolio.

Additionally, 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 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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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 use 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 Department of Premier and Cabinet, Community Partnerships and Priorities for current rates.
- 1.5 If the above options do not meet the travel needs of a member, please contact Department of Premier and Cabinet, Community Partnerships and Priorities to make alternate arrangements.

2. Accommodation

- 2.1 If members require accommodation to attend a meeting and have no alternative accommodation options, please contact Department of Premier and Cabinet, Community Partnerships and Priorities. 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 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 Department of Premier and Cabinet, Community Partnerships and Priorities.

4. Personal support



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4.1 Department of Premier and Cabinet, Community Partnerships and Priorities may be able to arrange personal or family support if this is required to assist a member to attend meetings. Please contact the Department to advise of any particular needs.

5. Other Costs

5.1 Any reasonable out of pocket expenses related to attendance at meetings may be reimbursed by providing receipts to Department of Premier and Cabinet, Community Partnerships and Priorities.

5.2 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

Community Partnerships and Priorities Division
Department of Premier and Cabinet
GPO Box 123
HOBART TAS 7001

Phone: Department of Premier and Cabinet on 03 6232 7556.

Email: disability@dpac.tas.gov.au