



# Disability Inclusion Advisory Council Terms of Reference

This document sets out the roles and responsibilities for the Disability Inclusion Advisory Council (DIAC). It provides guidance on the DIAC's purpose, roles, responsibilities, operations, tenure and obligations, in accordance with the *Disability Rights, Inclusion and Safeguarding Act 2024* (the Act).

## Responsibilities of the Disability Inclusion Advisory Council

### Purpose of the Disability Inclusion Advisory Council

DIAC's purpose, as outlined in the Act is to:

- Advise the Minister for Disability Services and Disability Commissioner on issues related to people with disability and any matters under the Act;
- Help develop, monitor and implement the Tasmanian Disability Inclusion Plan.
- Review and give feedback on agency plans and reports;
- Submit an annual report on DIAC's activities and use of powers under the Act;

- Work with other disability inclusion advisory councils or bodies at national, state or local levels;
- Communicate effectively with people with disability, including consulting with them to inform the development of the Tasmanian Disability Inclusion Plan;
- Raise awareness of the rights and contributions of people with disability;
- Promote the role of the Tasmanian community, including business and community sectors, in supporting the rights of people with disability;
- Help ensure compliance by advising and working with the Disability Commissioner on issues.

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## Role of members

Members are expected to:

- Inform the DIAC Secretariat of any reasonable adjustments needed to fulfill their responsibilities as a DIAC member;
- Notify the DIAC Secretariat if they are unable to attend a meeting, where possible 24 hours in advance;
- Attend scheduled regular meetings each year.
- Represent DIAC on relevant government working groups as necessary and report back to DIAC; and
- Follow DIAC Terms of Reference.

Members may be required to:

- Attend additional DIAC meetings outside the regular sitting schedule; and
- Travel within the state, where necessary and appropriate. If travel is not appropriate, alternatives will be provided to all members.

## Membership

### Structure

DIAC consists of nine to eleven members appointed by the Minister of Disability Services based on the Disability Commissioner's recommendation.

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## Composition and representation

Members, including the position of Chairperson, will be appointed by the Minister for Disability Services, and must fulfil the following requirements in accordance with the Act:

- The appointed Chairperson must be a person with disability;
- At least half the members must be people with disability; and
- Members elect a Deputy Chairperson.

The Minister for Disability Services will try to make sure DIAC reflects the diversity of Tasmania's disability community.

## Terms of appointment

Members serve terms of up to three years and may be reappointed, but not for more than two consecutive terms.

Conditions of appointment are specified in each member's Instrument of Appointment.

## Operation of meetings

### General meetings

- DIAC will hold at least four meetings in a calendar year;
- Members may attend meetings online, on the phone or in person;



- The Chairperson can call extra meetings with reasonable notice to members;
- The Chairperson, or the Deputy Chairperson, must call a meeting if requested by three or more members and provide members with reasonable notice;
- The Chairperson, or, the Deputy Chairperson, will chair the meeting;
- Decisions are made by a majority vote of members present. If there's a tie, the Chairperson has final decision-making power;
- If the Chairperson's position is vacant, the Deputy Chairperson acts as Chairperson and performs all duties; and
- Decisions made outside of meetings need agreement from all members, either by email or signed document.

## Quorum

A quorum is half the total number of members plus one, including either the Chairperson or Deputy Chairperson, as needed to make decisions.

## Secretariat

Disability Commissioner Tasmania will provide secretarial support.

The agenda and associated meeting papers will be shared with members and

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invitees before each meeting at least five business days prior to meeting.

## Standing invitations

The Minister for Disability Services, Disability Commissioner, and other relevant stakeholders may attend meetings as non-voting participants.

## Remuneration and reimbursement

### Remuneration

Members will receive:

- A sitting fee for each meeting attended.
- A preparation fee for time spent preparing for meetings.
- Extra fees may be paid if a member needs additional preparation time because of their disability.

Travel, accommodation, and any adjustments needed to attend and participate will also be managed by the DIAC Secretariat.

### Travel

Disability Commissioner Tasmania will pay reasonable costs for members to attend meetings. This can include:

- Petrol costs if you use your own car;



- Taxi fares if you have no other way to get there; and
- Accommodation and meals if you need to stay overnight.

Before you spend money, check with the DIAC Secretariat about what can be covered and the current rates.

## Accommodation and meal allowance

Accommodation costs and meal allowances will be provided by the DIAC Secretariat on a case-by-case basis. Members seeking these costs should liaise directly with the DIAC Secretariat on an as needs basis.

Where DIAC meetings are scheduled over a recognised meal period and a meal is not provided, members may claim reimbursement for meal expenses where receipts are kept. Disability Commissioner Tasmania will pay meal costs based on the usual government rates. Alcohol costs cannot be claimed.

## Other costs

Registration costs for any workshops/conferences that are attended by a member as a representative of DIAC are likely to be paid for by Disability Commissioner Tasmania and should be identified on a case-by-case basis.

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## Amendment, modification, or variation

This Terms of Reference may be amended on recommendation of the Disability Commissioner and with approval from the Minister for Disability Services noting that some parts are required by law and cannot be changed.

## Code of conduct

### Values and signature behaviours

Members must:

- Respect all people, including other members, the Chairperson, the Disability Commissioner, and the DIAC Secretariat;
- Act with integrity, honesty, and accountability;
- Collaborate constructively, share information, and welcome feedback;
- Participate professionally, contributing to meetings and consultations;
- Refrain from media engagement on behalf of DIAC, including social media; and
- Not act as if you represent the Disability Commissioner.

Breaches of these standards may lead to action under the Code of Conduct.



## Active participation

- Members must attend all scheduled meetings, read agenda papers, and contribute to discussions.
- They should ask questions and share ideas in good faith, acting in the best interests of the community.
- DIAC as a team is expected to consult with the disability community. Where members have community connections, they should seek feedback and advice as part of their usual engagement. All members may be asked to attend and contribute to formal DIAC consultation forums.

## Conflict of interest

A conflict of interest happens when a member's personal or financial interests has the potential to or could influence DIAC decisions.

A member must disclose to the Chairperson any situation that may give rise to a potential conflict of interest, a perceived conflict of interest, or an actual perceived conflict of interest. The Chairperson will make the determination whether there are adequate grounds for excluding a member from any discussion or decision making about a specific issue.

Where the Chairperson has any type of conflict of interest, the Deputy

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Chairperson will lead the discussion and make the appropriate determination.

The Minister for Disability Services has the discretion to suspend or terminate a member's appointment if a conflict of interest is not identified or correctly managed or the Code of Conduct is breached.

## Termination

The Minister for Disability Services may end a member's appointment if:

- The member engages in misconduct or breaches the Code of Conduct;
- The member fails to meet behavioural standards outlined in this Terms of Reference;
- The member is absent from three consecutive meetings without approval;
- The member is unable to perform their role effectively;
- The member becomes bankrupt or enters arrangements to manage unpaid debts; or
- The Minister can also end an appointment for other reasons allowed by law.