

Disability Advisory Group

Terms of Reference



1. Establishment

- 1.1 The Disability Advisory Group (the Advisory Group) is established by Mid Murray Council to support the implementation, monitoring and review of the Mid Murray Council Disability Access and Inclusion Plan (DAIP) 2026-2030.
- 1.2 The Advisory Group operates in an advisory capacity only and has no delegated authority to make decisions, direct Council resources, commit Council to expenditure, or speak on behalf of Council unless expressly authorised.

2. Purpose

The purpose of the Advisory Group is to provide structured advice to Council on matters relating to disability access and inclusion, with a particular focus on supporting the delivery, monitoring and continuous improvement of the Mid Murray Council Disability Access and Inclusion Plan 2026-2030.

3. Objectives

The Advisory Group is established to provide advice, lived experience, community insight and practical guidance to assist Council to embed access and inclusion across its services, facilities, programs, employment practices, engagement activities and decision-making. Specifically, members will:

- 3.1 Provide feedback on draft priorities, actions and strategies proposed in the DAIP and other relevant projects/works undertaken by Council.
- 3.2 Share lived experiences and community perspectives to inform Council decision-making.
- 3.3 Support and contribute to community engagement and consultation activities undertaken by Council.

4. Membership

Membership should include people who can provide lived experience, local knowledge, technical advice and practical insight to guide implementation of the Mid Murray Council Disability Access and Inclusion Plan 2026-2030.

- 4.1 The Advisory Group should comprise up to eight (8) members in total. The membership of the group is comprised of:
 - 4.1.1 The Manager Community Services, as Chairperson and responsible officer for coordinating the Advisory Group;
 - 4.1.2 The Manager Assets and Capital Works, or nominated Council officer, to provide advice on assets, infrastructure and capital works matters;
 - 4.1.3 One Elected Member representative appointed by Council, and one proxy Elected Member appointed by Council to attend meetings in the absence of the appointed representative;
 - 4.1.4 Five community representatives who collectively bring the following experience, perspectives and knowledge:
 - people with lived experience of disability, including people with physical, sensory, intellectual, cognitive, psychosocial, neurodivergent or acquired disability;

- carers, family members or advocates of people with disability;
 - people whose lived experience of disability intersects with factors such as age, gender, culture, language, Aboriginal and Torres Strait Islander identity, caring responsibilities, geography or socio-economic circumstances;
 - representatives from local disability, aged care, health, community service, education, recreation or advocacy organisations;
 - community members with demonstrated interest, skills or experience in access, inclusion, universal design, communication, volunteering, community development or rural service delivery;
 - representation, where possible, from different townships and communities across the Mid Murray Council area;
- 4.1.5 Other Council officers may also attend meetings to provide advice on matters such as infrastructure, planning, community engagement, communications, events, emergency management, grants, human resources or customer service, when required.
- 4.2 Community representatives are appointed to provide advice and perspective, not to make decisions on behalf of Council or to represent Council publicly unless authorised. Council officers attending the Advisory Group provide professional advice, coordination and administrative support.
- 4.3 Membership of the Advisory Group will conclude at the end of each Council term, unless a member resigns, is otherwise incapable of continuing as a member, or is removed from the group.
- 4.4 A member of the Advisory Group can resign at any time. A notice of resignation must be provided in writing to the Chair, CEO, or the officer responsible for managing the Advisory Group.
- 4.5 The Chairperson (Council's Manager Community Services) will be the Responsible Officer to the group and will attend each meeting.
- 4.6 The Chairperson will ensure that there are sufficient administrative resources to support the taking of notes and distribution of those notes for each meeting.
- 4.7 The Chairperson will oversee and facilitate the conduct of meetings, ensure all Advisory Group members have an opportunity to participate in discussions in an open and encouraging manner and establish and maintain good communications between the Advisory Group, Council and Council staff.

5. Nomination for community representatives

The Council's Chief Executive Officer (CEO), or delegate, will invite expressions of interest from the broader community for the five community representative positions. Applicants will be asked to provide a brief overview outlining their relevant experience, interest in joining the Advisory Group, and any community networks or connections that may support communication and engagement with the broader community.

In assessing applications, consideration will be given to lived experience, local representation, diversity of perspectives, relevant skills and knowledge, ability to contribute constructively, and alignment with the purpose and objectives of the Advisory Group.

The CEO, or delegate, will determine the appointment of community representatives in accordance with these Terms of Reference, the expression of interest process, and the membership criteria outlined above.

6. Vacancies

Where a vacancy occurs under clause 4.4, 4.5 or 4.6 of these Terms of Reference, the Chair may request the CEO to declare a position vacant. The vacancy will be filled in accordance with these Terms of Reference and through a supplementary expression of interest process.

7. Support and Accessibility

Council will provide reasonable adjustments and support to ensure all members can participate fully. Members are encouraged to share any accessibility requirements.

8. Meetings

Advisory Group meetings are to be held at least 3 times per year. Meeting dates and times will be decided at the first meeting and calendar invitations will be sent by the Manager Community Services.

Meetings will be held at one of the Mid Murray Council offices in Morgan, Cambrai or Mannum, or online via video conferencing.

9. Reporting

The Advisory Group will draw on members lived experience, local knowledge, technical advice and practical insight to inform Council's decision-making on access and inclusion matters. Where an item requires a formal Council decision, Council staff representatives will prepare the relevant report and recommendation for Council's consideration.

10. Confidentiality

The confidential provisions of the Local Government Act 1999 shall apply to all members of the Advisory Group. This in short means that those matters that are deemed to be 'confidential' (which includes the report discussions and any resulting decision) must remain confidential and is not to be discussed outside the forum of the Advisory Group Meeting, until the matter is discussed and determined by the Council.

11. Legislative Framework / Other References

- 11.1 [Local Government Act 1999](#)
- 11.2 [South Australian Disability Inclusion Act 2018](#)
- 11.3 [Behaviour Management Policy](#)
- 11.4 [State Disability Inclusion Plan 2025-2029](#)

Version	Adopted	Minute	Description of Change
1			
2			