

Terms of Reference



Overview

Whittlesea Disability Network meets on the second Tuesday of each month from February to December each year.

WDN normally meet face to face but has moved into the MS Teams format since Covid- 19 Pandemic. This Terms of Reference is in place in both formats of the network and any new structures that the network might decide to move into the future.

Vision

To support people with disabilities, their families and carers to participate in their communities.

Purpose of the Network

To provide a public forum that:

- Advocates for the rights of people with disabilities and their carers in the City of Whittlesea
- Provides networking, peer support and information sharing opportunities
- Embraces diversity

Membership

There is no formal application process for membership. Membership is open to:

- People with disabilities
- Carers/parents/families of people with disabilities
- Individuals with an interest in disability
- Representatives from support groups, disability specific service providers and main stream service providers who are active in the City of Whittlesea
- Council staff and Councillors. Council will nominate Councillor/s as a part of the nomination of representatives on community subcommittees/communities annual process.

Members can join an email list to receive agendas and minutes for monthly meetings as well as regular information on local events, opportunities and relevant news.

Members may also request via the Chair an item for the agenda.

The Role of Council

- Council will Chair, facilitate and host the monthly meetings
- Council will provide administrative support to the network, including maintaining the membership list
- Minutes will be taken for all WDN meetings (confidential matters will not be recorded, subject to notifying the Chair)
- Any further Council support is subject to available resourcing.

Decision Making

Generally, the network operates by consensus of the group. At times a decision of the group may be requested or required.

Members may request for the network to make a decision or undertake an action in one of two ways:

1. A request is made before the meeting by contacting the Access team via email: Access@Whittlesea.vic.gov.au or phone: 9217 2586. This action will then be tabled at the next WDN meeting
or
2. While the meeting is underway; a member will move a motion via the Chair.

If Motion is moved:

- the Chair will ask for someone to second the motion. The mover and seconder will be listed in the minutes.
- If the motion has been seconded, the Chair will open the meeting for a discussion on the motion
- The Chair will sum up the discussion and a vote will be called from the people that are present
- Each person present will be given one vote unless there are two or more from the same organisation, then that organisation will only get one vote. Council staff and Councillors will not get a vote in this process (unless they are attending the meeting as a community member in an unpaid role)
- A majority vote of those present at the meeting will prevail
- Access Team and/or WDN members will then action the motion*.

*Council staff cannot take any action which conflicts with Council Policy or direction or is beyond available resourcing (the Chair and /or staff present will advise of this during the discussion).

Recording of meeting

Endorsed by WDN: September 2019

Review date: November 2020

To assist in compiling the minutes for the meeting, Council will record the meetings via MS Teams. This recording will only to be used to writeup the minutes. This recording will be destroyed after the minutes have been finalised and approved at the following meeting. This recording will not be distributed.

Code of conduct

Members in WDN meetings and activities will:

- Show our respect for other members
- Show our respect to visitors to meetings and external partners in joint activities
- Direct our questions and statements through the Chair during meetings
- Disclose any conflicts of interest during any decision making discussion
- Be transparent in their role with the network and focus on serving the interests of the Whittlesea community, rather than their personal interest or interest of their agency.

Review of the terms of reference

This document will be reviewed each 12 months by the network being tabled at WDN meeting in October each year. The document will be reviewed again in October 2021.