

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Federation Disability Advisory Committee Member</b>
<b>EMPLOYMENT TYPE:</b>	Volunteer
<b>DEPARTMENT:</b>	Community and Economic Development
<b>REPORTS TO:</b>	Community Development Team Leader / Community Development Officer
<b>RELATIONSHIPS:</b>	Federation Council staff and Councillors, other group members, people with disability within the community, peers and service providers and agencies.
<b>VERSION CONTROL:</b>	June 2020-Version 1

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### ABOUT FEDERATION COUNCIL

Federation Council is home to the thriving and diverse communities of Corowa, Howlong, Mulwala, Oaklands, Urana, Balldale, Boree Creek, Coreen, Daysdale, Lowesdale, Morundah, Rand, Rennie and Savernake.

Only three hours from Melbourne, four hours from Canberra and six hours from Sydney, the region boasts a great climate and vibrant atmosphere and is an ideal location for families, businesses and visitors to experience its exceptional lifestyle and opportunities.

Federation Council values our employees and the contribution they make to ensure the success and growth of our organisation. When you work for us, you can expect a challenging and rewarding work environment combined with excellent conditions including attractive salaries, hours, employee benefits and development opportunities.

### ORGANISATIONAL VALUES

#### Embracing change

We will create our future by being innovative and encouraging new ideas, opportunities and better ways of doing things.

#### Quality outcomes

We will strive for excellence and to deliver value for money for the community.

#### Accountability

We will plan well and report on our progress. We will ensure fair and transparent decision making and take responsibility for our actions.

#### Collaboration

We support each other as a team and will engage closely with the community.

#### Customer focus

We will be responsive and accessible to the community. We will be open, respectful and truthful in our dealings.

## POSITION SUMMARY

The purpose of the Federation Disability Advisory Committee is to provide Council with advice on inclusion, access and equality, along with issues and barriers facing people with disability and on the implementation of the Council's Disability Inclusion Action Plan 2018-2021.

## SPECIFIC RESPONSIBILITIES

### Committee Responsibilities

- Represent the community and to give advice to Council on access and inclusion issues.
- Contribute expertise and knowledge on the implementation of Council's current Disability Inclusion Action Plan 2018-2021.
- Assist with the development of the Disability Inclusion Action Plan 2022-2025.
- Inform Council on the barriers that prevent people with disabilities participating in programs, services and facilities across the council area.
- Provide guidance and support to Council on how they can improve the wellbeing of people with disability and their carers.
- Respond to requests of advice by Council Officers on policies, activities, projects and plans as they relate to access, inclusion principles and best practice in Council core activities.
- Provide input into decisions relating to alterations to Council buildings and the streetscape, and the development of programs that may influence the quality of life of people with a disability.
- Consult and endorse Community development initiatives.
- Assist with an event or activity to celebrate International Day of Disability.
- Provide guidance to Council in relation to its communication, engagement and consultation with people with disabilities.
- Raise awareness of the positive contributions of people with disability and the importance of accessibility and inclusion for all people.

### Organisational

- Observe requirements of the WHS Legislation, relevant to the role and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe appropriate Federation Council Policies and Procedures regarding day to day operations including Equal Opportunity, Dress Code, and Code of Conduct.
- Promote and deliver Councils Corporate Values of Excellence, Integrity, Accountability, Innovation, Responsiveness and Teamwork.

## **DUTIES**

Disability Advisory Committee members are in general expected to:

- Attend and participate in meetings for the Disability Advisory Committee. Attendance can be in person or via a communication platform such as phone or video conferencing.
- Members expected to be familiar with the content of the agenda and business papers.
- Take an active role in communicating the views of residents and organisations to Council related to disability.
- Provide feedback to Council via the Council Officer assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council strategies, projects and programs.
- Contribute expertise and knowledge on the implementation of Council's Disability Inclusion Action Plan 2018-2021.
- Assist Council to deliver an event or activity attached to National Day of Disability.

## **KEY SKILLS AND QUALITIES**

Federation Disability Advisory Committee members are in general expected to:

- Demonstrate good communication skills.
- Have the capacity to consult and represent a wide range of views.
- Ability to work with other people and in a team.
- Able to attend and participate in meetings.
- Provide a copy of or be prepared to undertake a police check and / or obtain a Working with Children Check prior to commencing.

## **PHYSICAL AND MENTAL REQUIREMENTS/ABILITIES**

This position requires the incumbent to:

- Driving to venues / ability to be transported to venues for meetings / workshops or have the ability to be able to use a communication platform to join a virtual meeting.
- Sitting and standing during meetings / workshops.
- Manual dexterity – to record information.
- Speaking and hearing – for fruitful discussion.
- Reading – to review documents prepared as part of the Disability Advisory Committee such as meeting agenda and minutes and council reports.
- Communication skills to interact with a diverse range of people.

## **SELECTION CRITERIA**

To be considered as a member of the Disability Advisory Committee, members must:

- Reside in the Federation Council area, and  
Be a person with disability or  
Are a carer or a family member of a person with disability or  
Have direct links with a local disability service organisation or Disability Sector Professional or  
Are a community representative.
- Have experience, knowledge and understanding of disability issues.

- Are able to represent the views of other Federation Council residents with disability.
- Demonstrated ability to work effectively as a member of an Advisory Committee.

### **ACCOUNTABILITY**

Volunteers are accountable for personal compliance with the documented volunteer policy and procedures attached to this position description.

### **MEETING**

A minimum of six meetings are to be held per annum. The Committee shall resolve by majority at their first meeting a twelve (12) month schedule of meetings including the dates, time and location.

Additional meetings can be called if required for a special purpose. A notification of such meetings has to be at least two (2) days in advance.

Members can choose to attend in person or via a Council approved communication platform such as Google Hangouts.

A meeting will be limited to a maximum of two hours duration unless the Committee resolves to extend the meeting to a particular time or the completion of business.

### **REMUNERATION**

Federation Disability Advisory Committee member are volunteers as such will not receive a wage. Volunteers will be reimbursed for "approved" out-of-pocket expenses incurred during the course of their duties. Receipts should be kept and provided to the Facilitator / Supervisor for processing as soon as possible.

### **WORK HEALTH AND SAFETY**

Volunteers are expected to:

- Comply with the provisions of the Work Health & Safety Act 2011 by taking all reasonable precautions to ensure the health and safety of self and others.
- Identify and report potential hazardous situations to Federation Council staff.
- Report as soon as practical to Federation Council any actual or near miss injuries and accidents.

### **DRESS CODE**

Volunteers should maintain a high standard of presentation and should be appropriately dressed at all times. Please refer to Federation Council's uniform policy.

## VOLUNTEER TENURE

- The Disability Advisory Committee will be flexible concerning multiple non-attendances by members, acknowledging the health and support needs associated with active citizen participation.
- In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. Council's Code of Conduct, and related Council policies and procedures will determine this.
- Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.
- A member may resign at any time, in the event that their circumstances change and they are no longer able to commit to attending and participating.
- Should a volunteer wish to resign they should submit a resignation letter or verbally express their need to resign to the Chairperson. The resignation is recorded in the minutes of the next meeting.
- Where vacancies occur, additional members can come from those who have previously gone through an expression of interest process or via a new expression of interest process undertaken.

## DECLARATION

I have read and understand this Volunteer Position Description and agree to abide by these expectations:

NAME	
SIGNATURE	
DATE	