Disability Health Reference Group

Terms of Reference

A **Terms of Reference** is a list of rules.

This Terms of Reference is for the Disability Health Reference Group.

We will call it the group.

The Terms of Reference says

- what the group does.
- how the group works.

The Terms of Reference has 8 sections.

1 Role

This section is about why the group was set up.



The group was set up to give advice to the Australian Capital Territory (ACT) Government about disability and health.

2 Functions

This section is about what the group does.

The group looks at work the ACT Government has said it will do to help people with disability be healthy.



This work is written in health strategies and plans.



ACT Government health strategies and plans include:

- the Disability Health Strategy.
- the Disability Inclusion Plan.
- other reports and **evaluations**.



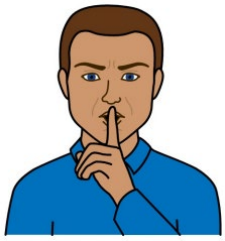
Evaluations check to see how something worked and if it made a difference.

The group can also give advice on other work about people with disability and their health.

3 How the Group works

This section is about how the group must behave.

Sometimes the group might talk about information that is **confidential.**



Confidential means information that is not meant to be shared outside the group.



The group must not tell anyone outside the group about personal stories that other members share.

The group will show **respect**.



Respect means to treat people in a way that shows you care about what they think and feel.

The group will use **respectful language**.

This means respecting the different ways people choose to describe themselves.



The group will show **collaboration**.

Collaboration means to

- work together.
- find good ways to solve problems.

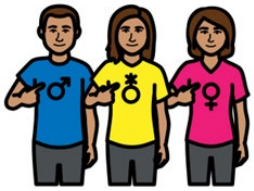
The group will have **open communication.**



Open communication means that the group will

- be honest.
- say how you feel.

The group will value and respect **diversity and inclusion**.



Diversity and inclusion means being kind and fair to:

- people of all abilities.
- people of all genders and identities.



- people of all backgrounds.
- people of all beliefs.

4 Membership

This section is about who is in the group.

The group has 4 types of members. They are:

- community members.
- community organisation members.
- government representatives.
- other members

Community members

The group will have between 7 and 12 people.



Community members must be:

- a person with disability.

or

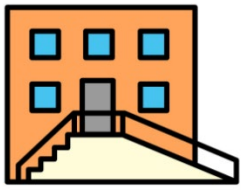
- carers of people with disability.



Community members must have connection to the ACT. They could:

- live.
- work.
- study, or
- volunteer in the ACT.

Community organisation members



The group will have members from these community organisations

- ACT Down Syndrome and Intellectual Disability.
- ACT Mental Health Consumer Network.
- Carers ACT.
- Health Care Consumers' Association.
- Women With Disabilities ACT.

Other members

The group will have members from

- Capital Health Network

Government representatives

The group will have members from these areas of the ACT Government

- Health and Community Services Directorate.
- Canberra Health Services.

Co-chairs

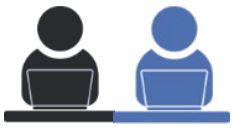


2 people will run the meetings.

The people running the meeting are called the co-chairs.



1 of the co-chairs will be from Health and Community Services Directorate.



1 of the co-chairs will be a person with disability.

Members with a disability can apply to be a co-chair.

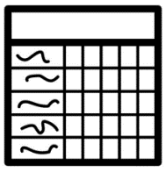
5 Roles and responsibilities

This section is about the jobs of different members.



Co-chairs will

- lead meetings and discussions.
- make sure everyone has a chance to speak.



- help to solve problems.
- help to set meeting agendas.



All members will

- try to come to all meetings.
- read the meeting papers before it starts.

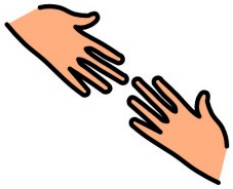


- give their advice and ideas.



Government members will

- give information from government to the group.
- give information from the group to government.



Support people

- help members get ready for meetings.
- may come to meetings.
- do not get involved in discussions or decisions.

People who are not members will sometimes be invited to meetings to help explain things.

Disability Health Policy will provide **secretariat support.**



Secretariat support means doing things to help with meetings like

- inviting people.
- making the agenda.
- taking notes.

6 Meetings

This section is about how often and how long meetings will be.

The co-chairs will set the dates for the meeting.

A meeting can only happen if:

- more than half of the community members and community organisation members are there.

Meetings will usually happen at least 4 times every year for up to 2 hours.

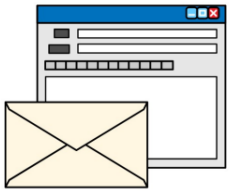
The group can also meet at other times for workshops.

There will not be any meetings in December or January.



The meeting papers will be given to the group 2 weeks before the meeting date.

This way the group can read them before coming to the meeting.



If a member cannot come to a meeting they must

- email DisabilityHealthPolicy@act.gov.au
- say they cannot come.



Members can be replaced if they miss many meetings in a row.

Members must say if they have a **conflict of interest**.



A **conflict of interest** is where you have a connection to something the group is talking about and this could affect the advice or decisions you make.

7 Payment

This section is about what members will be paid.



Community members will be paid for coming to meetings and going to workshops.

The amount of money paid will be set by the Health and Community Services Directorate.

Support people can also be paid.

8 Updating Terms of Reference

This section is about when the group will look at these rules again.

The group will look at the Terms of Reference every 2 years.

They will decide if the rules are

- still good

or

- need changes.

The Co-Chairs will decide on changes to the Terms of Reference.