

Northern Territory Disability Advisory Committee

Terms of Reference

Easy Read version



How to use this document



The Northern Territory Government wrote this document. When you see the word 'we', it means Northern Territory Government.



We have written this information in an easy to read way.

We use pictures to explain some ideas.



We have written some words in **bold**.

We explain what these words mean.

There is a list of these words on page 35.



This Easy Read document is a summary of another document.



You can find the other document on our website at www.health.nt.gov.au



You can ask for help to read this document.

A friend, family member or support person may be able to help you.

What's in this document?

Why do we need a Northern Territory Disability Advisory Committee?	4
What is a DAC?	6
Terms of Reference for the DAC	9
Who will be part of the DAC?	13
Roles in the DAC	18
DAC meetings	23
Support for DAC members	29
The DAC Code of Conduct	32
Word list	35
Contact us	39

Why do we need a Northern Territory Disability Advisory Committee?



Over the past few years in the Northern Territory (NT), people with disability have started to use the National Disability Insurance Scheme (NDIS).



The NDIS has changed the way that people with disability receive support.

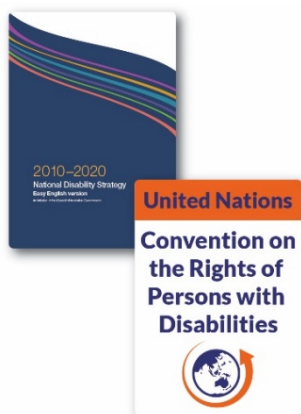


Most people had moved onto the NDIS on 1 July 2019.

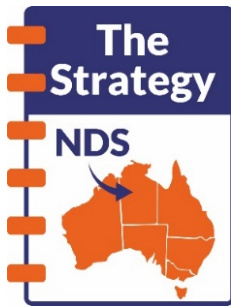


We want to make sure people with disability keep getting the support they need, even if they are not taking part in the NDIS.

We want to make sure our actions follow the:



- **National Disability Strategy (NDS)** – a plan for improving the lives of people with disability around Australia
- **United Nations Convention on the Rights of Persons with Disabilities** – a document that says people with disability should be treated fairly. It is used in Australia and around the world.



An NT Disability Strategy will support the NDS.
In this document, we call it 'the Strategy'.



We need to create a Disability Advisory
Committee (DAC) to help us develop
the Strategy.



A **committee** is a group of people who meet
to talk about ideas.

What is a DAC?



A DAC is a group of people whose ideas are used to help the NT Government.



Ideas from the DAC can help the NT Government and the Minister for Disabilities make good decisions about how to support people with disability.



We want to know what people with disability think is important in our community.

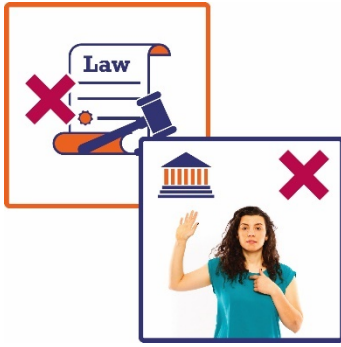


We also want to know what people with disability think should be in the Strategy.



A DAC will help:

- address issues in our community
- include people with disability in creating the Strategy
- allow people with disability to share their ideas with us.



The DAC won't have the power to:

- make laws
- act as the government.



The DAC will focus on 6 main ideas:

1. Make sure our community is **inclusive** and **accessible**.



If something is inclusive, it means that everyone can take part.



If something is accessible, everyone can use it.

This might be:

- a place or a building
- transport
- a service
- information
- a website.



2. Protect the rights of people with disability.

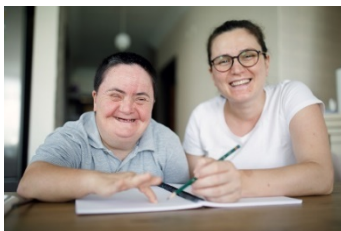


3. Make sure people with disability have enough money to:

- have a good life
- make plans for the future
- have more choice.



4. Make sure people with disability get the support they need.



5. Make sure people with disability have the supports they need to learn and build new skills.

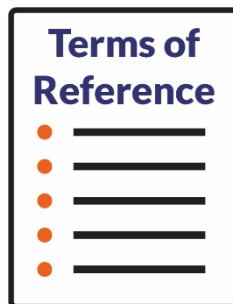


6. Make sure that people with disability have the supports they need to have good health and wellbeing.

Terms of Reference for the DAC



The **Terms of Reference** explain how the DAC will work.



The Terms of Reference include important information about what a DAC member will do.

They also:



- explain what we want the DAC to achieve
- give a list of things that DAC members need to talk about at meetings
- help DAC members find ways to make the NT a good place for people with disability to live.



DAC members will talk about:

- how to make sure all people with disability can share their ideas with the government



- how we can better support Aboriginal and Torres Strait Islander peoples with disability



- how to build better relationships between people with disability, their families and carers with:

- organisations
- the government
- the community



- how to help the community understand the rights of people with disability



- how to better communicate with people with disability and help them take part in discussions and activities



- how we can better support people with disability to use **mainstream services** – services for everybody in the community to use



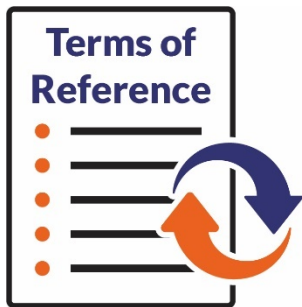
- how to take care of any issues with the NDIS



- how to review the Terms of Reference to make sure DAC is working well.



We will review the Terms of Reference every year to see if any changes need to be made.



We may make changes to the Terms of Reference to support the DAC.

Who will be part of the DAC?



We need up to 12 members in the DAC.



We want to make sure that DAC members represent people with disability in our community.

This includes people who have disabilities that affect:



- their bodies



- their senses



- the way they think



- their mental health.



We want to make sure we include all people with disability in the DAC.

We will make sure that:



- 60% of members have a disability



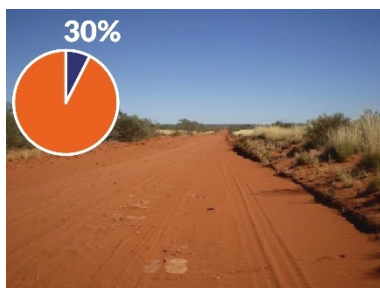
- 50% of members are from Aboriginal and Torres Strait Islander backgrounds



- 20% of members speak a language other than English



- 50% of members are under 25 years old



- 30% of members live in a **remote** area – outside of Darwin, Alice Springs and Katherine.



The DAC will also include:

- carers of people with disability
- people from all genders.

DAC members can have experience in 1 or more of these areas:



- the NT Justice System, including courts, prison and the police
- the NT Health System, including hospitals, Community Health Centres or other services that take care of your health
- the NT Education System, including schools and universities
- the NDIS, for example if you are an NDIS participant
- other government service.

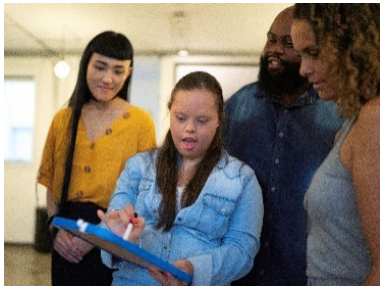
This means DAC members need to:



- know a lot about how 1 of these areas works with people with disability
- have their own experience in 1 of these areas.



Other people might join the DAC for a short time.



These people will be experts that can support the DAC with certain issues if they need it.



The DAC will also support people with disability who want to become leaders.

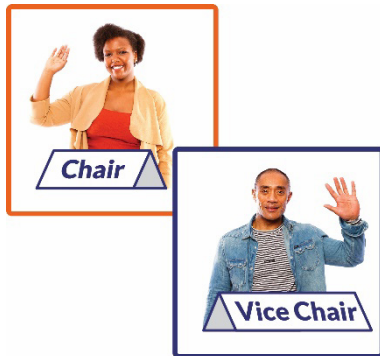


As a leader, they will be able to speak up for people with disability.

Roles in the DAC



Some DAC members will have special roles.



These roles include:

- the Chair
- the Vice Chair.



The Chair runs DAC.



We will choose who the Chair is.



The Chair makes sure that:

- meetings go smoothly
- DAC members are respecting each other
- ideas from DAC meetings are given to us.



The Chair also speaks for the DAC at meetings with other organisations.



The Chair gets paid \$304 for each day they work.



If the Chair is away, the Vice Chair will do their job.



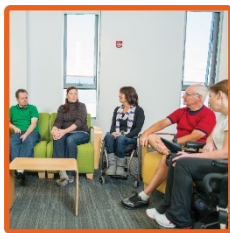
We will choose who the Vice Chair is.



The Vice Chair gets paid \$228 for each day they work.

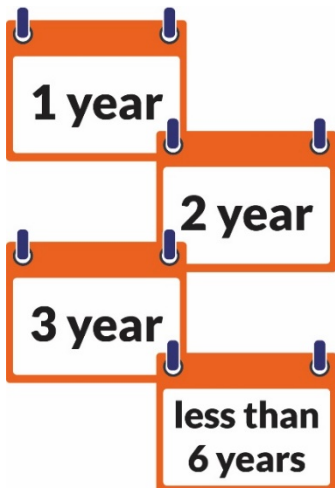


DAC members also get paid \$228 for each day they work.



A day of work can include:

- taking part in meetings
- doing DAC work between meetings.



Members can be part of DAC for:

- 1 year
- 2 years
- 3 years
- no more than 6 years.



If a DAC member doesn't want to be part of DAC anymore, they need to tell us in writing.



If we decide a DAC member can't be part of DAC anymore, we will let them know in writing.



The Secretariat's job is to support DAC members in their role.



The Secretariat is from the government.



This means they:

- don't get paid
- can't vote in the DAC.



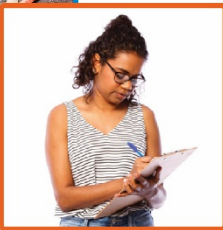
The Secretariat supports DAC members by making sure that all parts of the DAC are:

- accessible
- inclusive.



This includes:

- information
- meeting areas
- technology.



The Secretariat also:

- makes sure meetings go smoothly
- organises where the meetings will be
- makes sure DAC members get paid
- makes sure that what happens in the meetings is recorded and shared with people who need it.

DAC meetings



DAC will meet 3 times each year.



At least 1 of these meetings needs to have all members together in the same room.



DAC members will get support to take part in meetings if they need it.



If a DAC member can't come to a meeting, they have to tell the Secretariat.



If a DAC member misses 3 meetings, their membership might be cancelled.



If a DAC member needs time off, they can ask the Chair.



DAC members are allowed up to 4 months off.



If a DAC member needs longer than 4 months, they will have to ask us.

Before the DAC meeting



DAC members will get an **agenda** for the meeting at least 1 week before.



An agenda explains what will be talked about at a meeting.

At the DAC meeting



The Chair will run the meeting.



Every DAC member will vote on any new decisions.



You can choose not to vote.
This is called **abstaining**.

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At least half of the DAC members and the Chair need to be at the meeting to make a **recommendation** – an idea about a change that can be made.



Different recommendations from DAC meetings will then be shared with us.



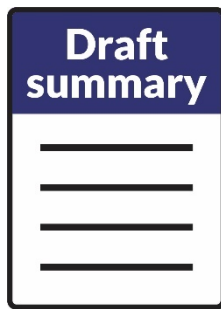
A recommendation could include making information more accessible for people who speak a language other than English.

During a DAC meeting, the Secretariat will take notes about:



- what is being talked about
- any actions that DAC is taking
- any recommendations from DAC to make the NT a good place for people with disability to live.

After the DAC meeting



After a DAC meeting, the Secretariat needs to write a **draft summary** of the meeting.



A draft summary includes:

- the **minutes** – what DAC members talked about at the meeting
- the actions they agree to take at the meeting.

The Secretariat also needs to:



- write a **communiqué** – an official announcement about a meeting



- ask the Chair if the communiqué and draft summary are right



- ask the Chair if it's ok to send the communiqué and draft summary to other DAC members



- send a draft summary to us.



The draft summary will be approved at the next DAC meeting.



After its approved, the Secretariat needs to send us the approved summary.



The approved communiqué will be put online for everyone to read.

Support for DAC members



DAC members can use a support person to help them take part in DAC activities.

The support person will:



- help the DAC member take part in DAC activities



- help the Secretariat understand the supports that the DAC member needs to take part



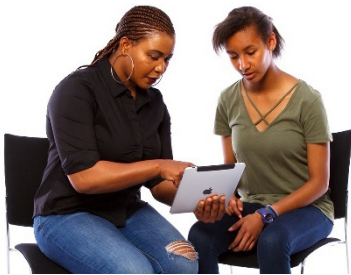
- make sure the DAC member knows they need to make a decision



- help the DAC member think about the good and bad things about their decision



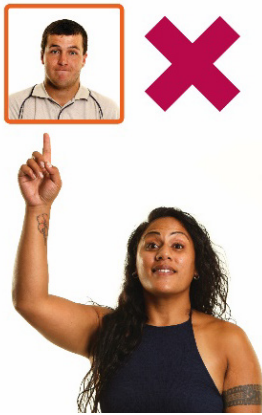
- make sure other DAC members and the Chair hear and understand the person's decision



- explain any information to the DAC member



- help make sure that information is accessible.



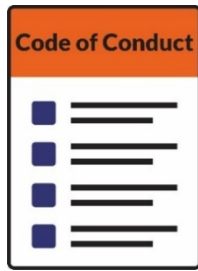
The support person can't vote for the DAC member.



If a DAC member needs to travel as part of their role, they will also get support to pay for:

- travel
- accommodation
- a support person.

The DAC Code of Conduct



We expect DAC members to follow the *Northern Territory Public Sector Principles and Code of Conduct (the Code of Conduct)*.¹



The Code of Conduct talks about:

- how DAC members need to act
- the rules DAC members need to follow.

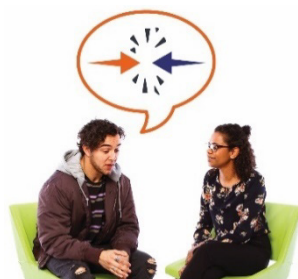
This includes:



- treating other DAC members with respect



- not sharing private information from DAC meetings



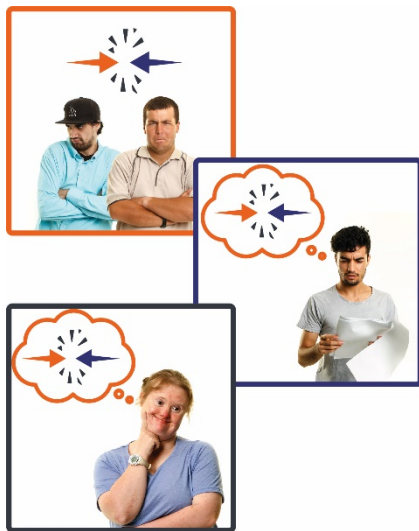
- telling us if you have any **conflicts of interest**.

¹The Code of Conduct – https://ocpe.nt.gov.au/_data/assets/pdf_file/0004/244057/conduct_2007_November.pdf



A conflict of interest is when a DAC member has their own interests that are different from DAC.

A conflict of interest may be:



- actual – it happened
- potential – something might turn into a conflict of interest
- perceived – it seems like a conflict of interest.



A DAC member's own interests are called **private interests**.



A private interest can be:

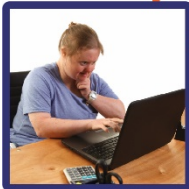
- direct – something owned by you
- indirect – something owned by a family member or a close friend
- financial – you get money from it
- non-financial – personal relationships, or taking part in sporting, social or cultural activities.

Word list



Abstaining

When you choose not to vote.



Accessible

If something is accessible, everyone can use it.

This might be:

- a place or a building
- transport
- a service
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- a website.



Agenda

An agenda explains what will be talked about at a meeting.



Committee

A group of people who meet to talk about ideas.



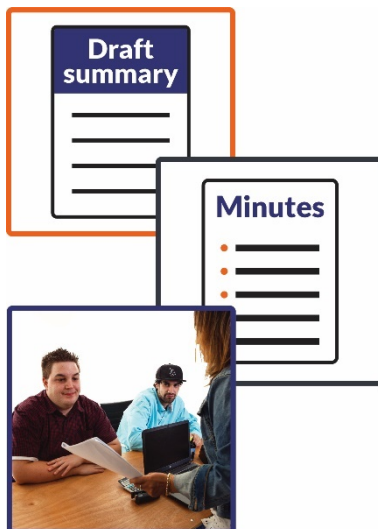
Communiqué

An official announcement about a meeting.



Conflict of interest

When a DAC member has their own interests that are different from DAC.



Draft summary

A draft summary includes:

- the minutes
- the actions they agree to take at the meeting.



Inclusive

If something is inclusive, it means that everyone can take part.



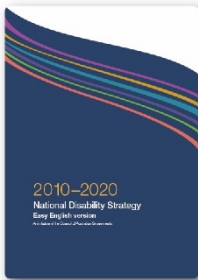
Mainstream services

Services for everybody in the community to use.



Minutes

What DAC members talked about at the meeting.



National Disability Strategy

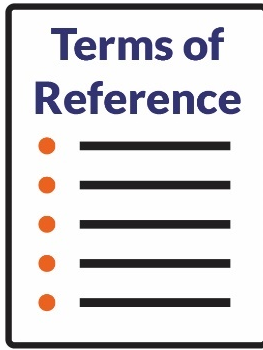
A plan for improving the lives of people with disability around Australia.

Private interest

A private interest can be:



- direct – something owned by you
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United Nations Convention on the Rights of Persons with Disabilities

A document that says people with disability should be treated fairly. It is used in Australia and around the world.

Contact us



(08) 8999 2809



dac.doh@nt.gov.au



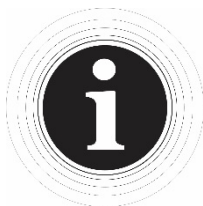
PO Box 40596

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NT 0811



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