



Queensland Accessible Transport Advisory Council

Terms of Reference

The Queensland Government established the **Queensland Accessible Transport Advisory Council (QATAC)**, as an independent advisory council to advise the government on building better accessibility on transport and roads projects across Queensland.

Foundation QATAC members were appointed 11 March 2021, through an announcement by the Minister for Transport and Main Roads in the Queensland Parliament.

Background

The *Disability Discrimination Act 1992* requires that people with disability be given equal opportunity to participate in and contribute to the full range of life activities, including access to the goods, services and facilities provided by government departments and agencies.

The Department of Transport and Main Roads (TMR) is committed to reducing barriers for people with disability, which includes the provision of safe, accessible passenger transport services for all.

Key Objectives

- To contribute towards the delivery of a single integrated transport network accessible to everyone¹.
- To ensure early engagement with the disability sector and broader community, particularly during the design process to ensure that the product or service meets the needs of public transport customers².
- To raise matters of concern or innovation important to public transport customers.

¹ Aligns with Queensland Government, Department of Transport and Main Roads, Strategic Plan 2019-23 Vision & Purpose

² Aligns with the New Generation Rollingstock Train Commission of Inquiry recommendation number 17

Key roles and responsibilities

The role of the QATAC is to provide independent and strategic advice to the Minister for Transport and Main Roads, the Department of Transport and Main Roads (TMR) and Queensland Rail (QR).

The advice will include strategic policy and accessibility advice on significant products, services, information and infrastructure projects across the Queensland Government transport portfolio. This will help deliver an integrated transport network accessible to everyone.

QATAC will also be available for consultation to the broader Queensland Government, delivery partners and local authorities upon request.

QATAC membership will include subject matter experts who are also representatives of marginalised community groups and/or people with lived experience.

In doing so, QATAC will:

1. Provide strategic advice that complies with the *Disability Discrimination Act 1992* (Cth), the *Disability Standards for Accessible Public Transport 2002* (Cth) (DSAPT), *Disability (Access to Premises – Buildings) Standards 2010* (Cth) (Premises Standards), *Guide, Hearing and Assistance Dogs Act 2009*, *Human Rights Act 2019*, and *Anti-Discrimination Act 1991*.
2. Provide frank, independent and strategic advice to: (1) the Minister, (2) department and statutory bodies on (a) major policy, program and practice initiatives and (b) systemic issues impacting people with disability, their families and carers, with an emphasis on the experiences of people as they use public transport.
3. Provide strategic advice to and supports significant transport projects led by TMR and QR. This could include a range of elements including but not limited to; (a) procurement activities, (b) feedback on infrastructure and conveyance projects, (c) awareness raising and training content development and the provision of expert advice.
4. Act as a consultative forum as part of engagement processes during development of specific policy and program initiatives by government agencies where the government or Minister request stakeholder views or where QATAC decides it is appropriate to do so.
5. Ensure focus groups are established to facilitate consultation regarding equivalent access or direct assistance and advise focus groups when needed.
6. Produce reports to provide feedback to TMR and QR detailing activities and advice from the meetings and relevant focus groups.

Membership

QATAC will consist of the Chair, one TMR representative, one QR representative, and seven independent members appointed by the Minister for Transport and Main Roads for a term of up to three years. All appointments to QATAC will be made in accordance with the requirements of the *Queensland Cabinet Handbook*.

The seven independent members will be expected to have:

2. lived experience of disability, or belong to, or be an established representative from one or more marginalised community groups,
3. subject matter expertise in a professional discipline/s relevant to the procurement, design and delivery of accessible public transport products, services, information and infrastructure,
4. an understanding of the Disability Discrimination Act 1992 (Cth), Disability Standards for Accessible Public Transport 2002 (Cth), Human Rights Act 2019 (Qld) and Anti-Discrimination Act 1991 (Qld) and
5. an understanding of universal design and co-design, in addition to Equivalent Access as outlined in the Disability Standards for Accessible Public Transport 2002 (Cth).

The lived experiences may be drawn from the following population groups:

- Blind or low vision
- deaf or hard of hearing
- physical disability or mobility impairment
- cognitive impairment
- elderly user groups
- parent groups
- youth justice groups

QATAC will be jointly administered by both TMR and QR.

If specialist expertise, outside of the QATAC's capability, is required to provide advice for a project or focus group, the council may engage external experts.

Expected Member Behaviours

To help maximise the best outcomes, all members need to demonstrate professionalism and abide by the following principles:

- openness and respect between members and of each other's comments
- sharing of information, data, and resources in good faith and
- consideration of alternative positions and views.

- actively listen to all comments and points of view.

QATAC is intended to be a safe environment for all to have the opportunity to raise discussion points. Members should not monopolise discussions or interrupt and speak over other members.

Term of Appointment

The Chair and members will be appointed for up to a three-year term.

Recruitment of QATAC Members

An expression of interest (EOI) will be called for members of the community to request to become members of QATAC.

Resignation

Members may resign their appointment by notice in writing to the Minister.

Removal from Office

The Minister may remove the Chair or a member from QATAC if they are unable or unwilling to operate within these terms of reference.

Filling Vacancies

During the term the Minister may fill any vacancy on QATAC. At the first instance the previous round of nominations will be reviewed for a suitable member. If a previous nomination is not suitable, a public nomination process will take place to replace the member. Members that fill any vacancy will serve the remainder of the outgoing member's term.

Appointments to fill casual vacancies on QATAC will be made in accordance with the requirements of the *Queensland Cabinet Handbook*.

Remuneration

Non-government members of QATAC will be remunerated in accordance with the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* (Remuneration Procedures).

Public sector employees (federal, state or local governments) appointed to QATAC generally will not be remunerated for such appointments unless approved by government.

Out of pocket expenses for QATAC members will be reimbursed in line with the Remuneration Procedures.

Conflict of Interest

Members will immediately inform the Chair in writing of any actual or perceived conflicts of interest with QATAC. Members will take all reasonable measures to ensure that they don't engage in any activity or obtain any interest which conflicts with their ability to fulfil their obligation under the Terms of Reference (TOR) in good faith and objectively.

Upon receipt of a notice of a conflict of interest, or if the Chair otherwise identifies a conflict of interest, the Chair may:

- Direct the member as to how to manage the conflict of interest and the member must comply with any reasonable direction so given by the Chair or
- Escalate the matter to the Minister, who may elect to remove the member from QATAC.

Confidentiality

Members must keep confidential all material and information discussed or received during or in relation to a QATAC meeting, unless that information is

- already in the public domain,
- being communicated as a part of community consultation formally undertaken by QATAC,
- communicated with stakeholders as approved by the Chair.

The members must continue to keep any such material and information confidential even after ceasing to be a member of QATAC.

Where projects discussed at QATAC meetings are already in the public domain, members are free to make public comment. For projects and other initiatives that are not yet public knowledge, QATAC meeting discussions are expected to remain confidential. Members should not publicly share these discussions through such channels as social media either during or outside of meetings. This will enable full and frank discussion and promote meaningful engagement on potential projects and initiatives.

Members who do not demonstrate a professional respect for others and the intent of QATAC may be asked to leave.

Roles and Responsibilities

Secretariat

QATAC will be supported with a Secretariat appointed by TMR.

Role of the Chair

The Chair will be appointed by the Minister. The Chair's role is as follows:

- provide leadership to QATAC and ensure adherence with the Terms of Reference
- lead meetings to ensure that QATAC functions efficiently
- conduct cross-agency and industry stakeholder engagement
- provide strategic advice to QATAC on agenda items and priorities
- represent QATAC at events or functions, as required
- liaise the QATAC secretariat regarding QATAC administration
- report directly to the Minister, TMR Director-General and QR Chief Executive Officer
- advise the Minister of any instances of QATAC member misconduct, conflict of interest or non-fulfilment of duties.

Administrative responsibilities of the Chair is as follows:

- schedule meetings,
- establish and confirm agendas,
- determine additional work time in accordance with the Remuneration Procedures (if appropriate),
- decide and invite observers and other expert consultants.

The Chair is required to possess and demonstrate the following attributes:

- Lead with courage, integrity and conviction to influence positive change for vulnerable customer groups.
- Recognised and respected leader in the community.
- Distinct passion for the work and thorough understanding of QATAC's purpose.
- Emotional intelligence and the ability to balance personal opinions with those of others.
- Ability to chair meetings and lead conversation to achieve meaningful outcomes.
- Provide effective oversight of QATAC duties through sound administration skills; and
- Thorough understanding of sound governance and risk management.

The Chair shall nominate a deputy from among the members to carry out the Chair's duties should the Chair be unavailable.

The Chair shall offer their resignation in writing to the Minister should they be unable to continue in the role. The deputy will fulfil the Chair's duties until a new Chair is appointed and the new Chair will serve the remainder of the outgoing Chair's term.

Meetings

Frequency of Meetings

QATAC will meet a maximum of 12 times per year. The number of meetings for both QATAC and the focus groups will be determined by the Chair.

Proxies

No proxies will be accepted for the seven independent members. Proxies only permitted for the two ex-officio positions for TMR and QR.

Quorum

A quorum shall be five members including the Chair or the Chair's deputy.

Meeting Agenda Items

If TMR, QR or any external organisation wishes to submit an item for discussion to QATAC, this must be submitted to the secretariat at least two weeks prior to the meeting. An agenda will be distributed to members prior to the meeting. Meeting minutes will be recorded and distributed to all members.

A set amount of time will be reserved for "Member's Input" as a standing agenda item for each meeting. Members can advise the secretariat of any items they intend to raise prior to meetings or items can be raised during meetings. It should be noted that priority will be given to those items that the secretariat has been notified of prior to meetings if there are time constraints.

Attendance of Non-Members

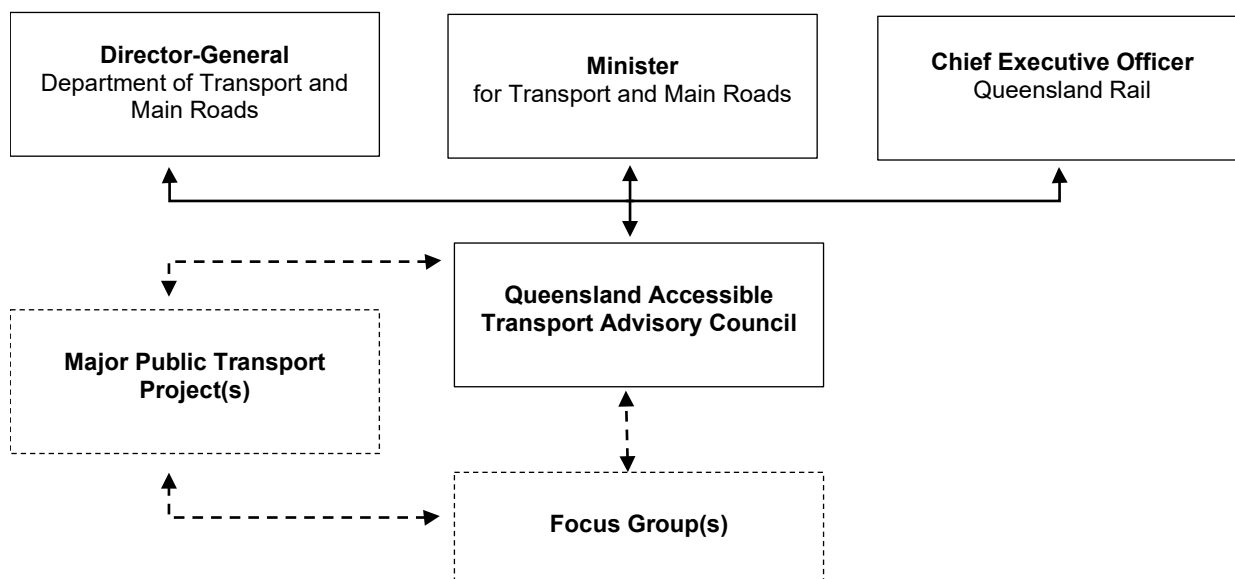
At the invitation of the Chair, guests may attend meetings to participate in discussions on issues relevant to their jurisdiction. Guests will only attend for the relevant agenda item.

Governance Activities (including annual reporting)

QATAC will:

- identify and report on priority areas for each year of their term
- Consult with and gather feedback, information and advice from members of their networks, communities and experts
- provide clear and independent feedback, views and advice for the Minister's and/or the department's consideration on these issues.

The QATAC Organisational Chart is below with an alternative text description:



A flow chart representing the governance relationship between the Queensland Accessible Transport Advisory Council and other bodies. The Director General of the Department of Transport and Main Roads, the Minister for Transport and Main Roads, and the Chief Executive Officer for Queensland Rail, all sit above the Council, with arrows leading to and from, representing a flow of information. The Council provides input and receives information from Major Public Transport Projects, which sits beside the Council. Below the Council are focus groups, which have two-way communication with the Council and Major Public Transport Projects also.

Terms of Reference Amendment or Variation

The Terms of Reference must be agreed to by most members.

Any amendments or variation to the Terms of Reference must be discussed and agreed to by the Chair and majority of members.

The Minister will have the final approval.