



Disability services. Putting you first.

Human Rights Advisory Committee

Terms of Reference

May 2024-26

Introduction

The Human Rights Advisory Committee (HRAC) is managed by the Chief Customer Officer, and consists of Aruma participants, families, carers, and staff.

Terms of Reference are governed and approved by the Advisory Committee and may, from time to time, be varied by the Advisory Committee.

Aruma respects, protects, and promotes human rights. We believe they are essential to living a good life, with freedom, respect, equality, and dignity. We believe that all people have the same rights, including people with disability. Human rights are protected in the Universal Declaration of Human Rights, which was adopted by the General Assembly of the United Nations in 1948; it was the first time countries agreed on a complete statement of inalienable human rights. The Convention on the Rights of Persons with Disabilities was adopted in 2006 and expands on the Universal Declaration with a disability lens.

The HRAC focus:

Advocacy

A human rights approach dictates the importance of hearing directly from those affected by decisions, Aruma participants. The HRAC will formulate their perspectives on important issues and identify forums in which to promote those issues, inclusive of the Customer Committee and the Aruma Board,

The co-design of policy, services and research.

The HRAC can play a significant role in ensuring people with lived experience are central in the shaping of policy, the design of services and in research projects undertaken by Aruma alone and in partnerships and in how the results are used.

Support of the Aruma Strategic Plan:

i. Inclusion

The HRAC reflects Aruma's revised Strategic Plan, ensuring inclusion and equity across all stages of a person's life is promoted and informs our conversations, decisions and actions. Input will be sought from participants, families and staff to reflect on practices and systems across Aruma.

ii. Support

The HRAC will review complaints related to human rights infringements to identify trends and patterns. We will also examine the processes used to address these infringements and the outcomes achieved. Feedback will then be provided to the Customer Committee.

lii. Build

The HRAC will offer insights on potential growth and improvement areas to ensure a Human Rights perspective is consistently applied.

Advising the Board.

The HRAC will prepare and present two reports to the Board each year. The HRAC will raise any issues of concern within a human rights framework. The Customer Committee (CC) will also have the capacity to refer issues to the HRAC for consideration and advice.

Membership

The HRAC comprises members drawn from Aruma participants, family members or carers, supported employees, and Aruma staff. We want members with various knowledge and experiences from a range of Aruma services and locations.

The membership is indicatively as follows:

- Up to seven people with disability who are supported by Aruma with consideration given to customers with Complex support needs, Aboriginal Torres Strait Islander (ATSI), CALD and LGBTQIA+.
- Up to two people with disability who are supported employees of Aruma.
- Four Aruma staff members representing Children's Services, Home and Living, Supported Employment and Community.

- Two Human Rights Ambassadors
- Two Human Rights Advisors
- Family Liaison representative
- Chief Customer Officer
- Human Rights Lead

Standing Attendees

- Chief Executive Officer
- Chief Operating Officer

Rotation of an external representative from peak disability, advocacy organisations.

The Board and ELT nominate at least one (1) representative to attend each HRAC meeting, on a rotational basis, as an observer.

Other people may be invited to attend to assist with particular matters or areas of Committee interest.

Presenters are encouraged to complete an overview for distribution prior to the HRAC meeting outlining what Human Rights issues, improvements or discussion their presentation will be addressing.

Quorum

The minimum number of members present to hold a HRAC meeting is one of the two chairs, and at least 8 other members.

Limit on term

HRAC appointed members can serve terms of up to two years or until replaced.

Payment

Aruma staff attending the HRAC will be considered on duty.

Other members attend as volunteers.

Volunteer members have expenses associated with attendance reimbursed.

Recruitment of members

Aruma will advertise vacancies so staff, Aruma participants, supported employees and family/carers are aware of vacancies.

To be considered, applicants must meet the following criteria:

- Personal experiences

- Knowledge or awareness of human rights, and a willingness to learn more
- Commitment to human rights
- Skills in advocacy, particularly in listening to a wide range of people and discussing their concerns
- Determination to suggest and make changes
- A commitment to attend the meetings and work with the HRAC.

The Human Rights Advisor (co-chair) Human Rights Lead and Chief Customer Officer will select the most suitable candidates.

New members will be considered based on the diversity and balance of the group, specifically gender, location, cultural background and experience.

Responsibilities of members

Members are responsible for:

- Attending minimum 75% of meetings and contributing to the discussion.
- Preparing for each meeting by knowing what happened at the last meeting (by reading the minutes) and thinking about what is on the agenda for the next meeting (by reviewing any pre-reading and completing any actions required)
- Talking to other people to get their ideas about what is planned for the agenda
- Not using the HRAC meetings to raise or discuss personal grievances, Aruma Complaints and Feedback Procedure is the correct avenue to do this.
- Keep to the topic being discussed, our time is limited, and our conversations are important.
- Allow all members to have their say without interruption.

Operating arrangements

The HRAC has two co-chairs:

One is a Human Rights Advisor

One is the Human Rights Lead

The HRAC will meet no less than four times a year.

The Human Rights Lead provides support to the HRAC.

Their role is to:

- Co-Chair the Committee
- Distribute the agenda two weeks before a HRAC meeting
- Recording key discussion points and decisions as minutes
- Providing Easy Read meeting minutes
- Sending the minutes out within three weeks after a meeting
- Providing the minutes to the Company Secretary.

- Ensuring that supported people have necessary assistance to attend and fully participate in HRAC meetings
- Working with the co chair to plan the meetings for the year.
- Publish a summary of the minutes on Wattson and Aruma Website.
- Seek feedback from participants, staff and families prior to each meeting for discussion points to add to the agenda.
- Prepare and present two reports to the Board each year.

The Terms of Reference will be reviewed at least every 2 years.