



Minister for Regional Development; Disability Services; Fisheries; Seniors and Ageing; Volunteering

Our ref: 77-10154

Mr Kane Blackman
Chairperson
Ministerial Advisory Council on Disability
kaneblackman@hotmail.com

Dear Mr Blackman

Statement of Expectations for the Ministerial Advisory Council on Disability

As the Minister for Disability Services, I am accountable to the Parliament of Western Australia for administering the *Disability Services Act 1993*, and consequently, for the operation of the Ministerial Advisory Council on Disability (the Council).

I am writing to you to communicate the Government's expectations in relation to the good governance of boards and committees, specifically the Council.

This Statement of Expectations for the Council is important to the discharge of my ministerial responsibilities for the disability services portfolio and should be read within the context of the functions set out in the Terms of Reference and related Acts of Parliament administered under my portfolio or otherwise applicable to the Council.

The Role of the Council

I expect the Council to continue to work together through its joint meetings with the Disability Services Commission Board under the name of the Western Australian Disability Advisory Council (WADAC), to provide advice on the development and implementation of policies, services, programs, and activities that affect people living with disability in Western Australia. This includes the WADAC's role of providing insight on and monitoring the implementation of the State Disability Strategy and its associated Action Plans.

Stakeholder engagement

I appreciate that when undertaking this work, Council members intersect with a broad range of interest groups, stakeholders and the community, and it is expected they will contribute a range of information and views to shape and guide their input to that work.

When undertaking this engagement, please be reminded that Council members will not be required to, and are not authorised to, make public comments concerning the Council (or WADAC) or the Department of Communities: this is a role of the Minister or Director General. Any concerns in this respect can be raised through the appropriate Departmental and Ministerial channels.

Good governance

The general expectation of every Council member is that they will discharge their duties with diligence, care and skill. Each member is obligated to familiarise themselves with any statutory requirements and relevant best practice guidelines with respect to governance.

Ethical behaviour and conflicts of interest

Council members are expected to act ethically and impartially at all times. This includes acting with the sole objective of delivering the functions of the Council.

In this regard, the effective identification, declaration and management of any real or perceived conflict of interest is considered to be a cornerstone of ensuring and demonstrating ethical and impartial action.

Government policies and objectives

In framing their advice and agenda planning the Council should be cognisant of government policies and strategies and the impact of their advice on the benefits to Western Australians with disability and the broader community.

Council members must comply with the Public Sector Code of Conduct, and the Minister for Disability Services must be informed of any instances of non-compliance and any actions taken to address the situation.

Communication

The Chair is responsible for ensuring that timely and accurate information is provided to the accountable Minister to allow them to effectively discharge their Ministerial and Parliamentary obligations.

More generally, the Council is responsible for proactively bringing to the Minister's attention relevant disability related issues they hear about or see through their networks and links with the community and other agencies, including:

- activities and performance matters that are likely to be of public interest, including major initiatives and significant transactions;
- material dealings with other government departments, GTEs, local government, and any dealings with foreign entities, government and officials; and
- any approaches from, or plans to communicate with, Members of Parliament.

I expect you to keep my advisers and the Department of Communities informed in the same manner.

This statement applies from the date of receipt until the end of this Parliamentary term or until otherwise amended.

The work undertaken by the Council is critical to the Disability Services portfolio and to the broader community. I value and appreciate your high level of leadership in this space and look forward to continuing our cooperative working relationship.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. Punch', with a stylized flourish at the end.

**HON DON PUNCH MLA
MINISTER FOR REGIONAL DEVELOPMENT; DISABILITY SERVICES;
FISHERIES; SENIORS AND AGEING; VOLUNTEERING**

23 January 2024