



Australian **Disability+Development** Consortium

# Governance Framework

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## **ADDC BACKGROUND**

Australian Disability and Development Consortium (ADDC) is a consortium of agencies, organisations and individuals with an interest in disability inclusive development (DID) within Australia and internationally. The ADDC structure provides opportunities for members to comment on, contribute to and engage in ADDC, while ensuring accountability via a formal structure and remaining adaptive to members and the needs of the disability and development sector.

ADDC provides a broad national and international framework for education, awareness-raising and political action in relation to the needs of people with disabilities in developing countries. It has strong links with counterpart consortia across the developed world, in recognition of the need for global networks to recognise and support the rights of millions of people with disabilities, their families and communities.

The inception of ADDC in 2006 was the beginning of consistent formal opportunities for aid agencies and service providers to share experiences, expertise and other relevant information. It was also the first time for a collective voice to advocate for disability-inclusive development practice. DID had been largely sidelined within Australian government development activities. Australia's commitment to the United Nations Convention on the Rights of People with Disabilities (CRPD) coinciding with the establishment of ADDC provided the development sector with the opportunity and responsibility to take a lead in addressing the challenges of DID, particularly in the Asia Pacific region.

Central to ADDC's effectiveness is the building of partnerships between disability and development agencies, individuals and disabled people's organisations (DPOs), both within Australia and internationally. Such collaboration, in both researching needs and identifying best practices, has maximised opportunities for ADDC to work towards the specific inclusion of disability issues in all development programs, as well as seeking to generate an evidence base to support the implementation of DID.

ADDC is serious about supporting the rights of people with a disability to be active and valued members of their communities. Additional efforts must be made to mainstream and integrate DID practices in all overseas social and economic development programs. This is the work of the ADDC.

**NAME:** Australian Disability and Development Consortium (ADDC)

**PURPOSE:** The Australian Disability and Development Consortium (ADDC) is an Australian based, international network focusing attention, expertise and actions on disability in developing countries, building on a human rights platform for disability advocacy.

**VISION STATEMENT:** To have a world free of poverty and for people with disabilities to be able to exercise their human rights within an inclusive society: where they have the same opportunities and choices as any other members of their community.

**MISSION STATEMENT:** To promote the rights and inclusion of persons with disabilities in development activities, advocating that disability inclusive development be fully integrated into all Australian development programs and policies.

**PRINCIPLES:**

- Value and include all people as equals and celebrate diversity
- Promote human rights and empowerment
- Work through partnerships to build capacity in disability inclusive development
- Work with and engage disabled peoples organisations to build capacity and share resources

**OBJECTIVES:** ADDC will work towards inclusive, barrier-free, socially just, and gender equitable societies that recognise and values the human rights, citizenship, contribution and potential of all people in accordance with the CRPD. ADDC will:

1. Promote, support and monitor the implementation of the CRPD, the Department of Foreign Affairs and Trading (DFAT) 'Development for All' Strategy and all other international and domestic agreements and initiatives that support the rights of people with disabilities.
2. Be a collective voice for awareness raising and lobbying on disability inclusive programs in developing countries.
3. Promoting disability inclusive development practice to be integrated and mainstreamed into Australian development activities.
4. Promote partnerships between Australian and international programs working on inclusive development.
5. Gather, develop and share expertise, resources and information on best practice in disability inclusion in developing countries to generate an evidence base to support implementation of disability inclusive development.

**PREMISES:** The principle office of ADDC is located in the host organisation, which is currently at CBM Australia in Box Hill, Melbourne, Victoria.

**OPERATING VALUES:**

ADDC promotes values and attitudes of service, integrity, cost-effectiveness, consideration for individuals, accountability and personal responsibility, commensurate

with good management principles to ensure rights-based practice within the disability and development sector.

ADDC actively advocates for, supports and engages individuals and agencies of all sizes to contribute to ADDC activities and sharing of information.

ADDC has developed the following Code of Ethics that underpin its values and expectation of members practices:

*Members shall observe the highest standards of professional conduct and ethical behaviour in all of their activities. By upholding such standards, members enhance their own standing as disability professionals and increase public and disability sector confidence.*

*Members commit to disability inclusive practices in their work and in their employment practices*

*As the conduct of an individual member can reflect upon the wider profession of disability professionals and upon ADDC membership as a whole, the Code sets out what are deemed to be appropriate standards of professional conduct:*

- 1. Members shall refrain from conduct or action which detracts from the reputation of disability professionals or ADDC;*
- 2. Members shall uphold the choices and rights of individuals with a disability and proactively support and facilitate inclusion to enhance opportunities for people with disabilities;*
- 3. Members are required to act with integrity, mutual trust and transparency at all times in carrying out their duties and responsibilities;*
- 4. Members shall at all times safeguard the interests of their employers/colleagues and the disability community provided that members shall not knowingly be party to any illegal or unethical activity;*
- 5. In all of its activities and particularly its communications to the public, members will accord due respect to the dignity, values, history, religion, and culture of the people with whom it works consistent with principles of basic human rights;*
- 6. Members shall exercise due care and diligence in performing their duties and ensure, through a philosophy of continued professional development, the currency of their knowledge, skills, attitudes and technical competencies;*
- 7. Members shall strive for continuous improvement and excellence; and*
- 8. Members acknowledge that this Code is to be adhered to both in spirit and to the letter, so that members' conduct is governed by the highest standards of professionalism and ethical behaviour.*

9. *ADDC members take seriously their obligations to be responsible and comply with all government laws and regulations, as well as common law obligations.*

Organisational members are strongly encouraged to follow [ACFID Code of Conduct](#) and its philosophies in partnership with ADDC code.

ADDC has also developed a number of [Principles for Disability and Development Work by Australian Agencies](#). The document can be downloaded from ADDC website and provides further insight into the operating values of the consortium.

## **MEMBERSHIP**

ADDC membership is open to individuals and organisations interested in and working on disability inclusive practices in developing countries. This includes a broad range of membership from the not-for-profit, government, academic institutions and individuals representing national and international organisations. Members must have a strong commitment to the goals and values of ADDC.

There are four (4) categories of membership:

Eligible to vote:

- 1) Australian resident individual members
- 2) Australian organisations with an interest in disability and development

Ineligible to vote and to be nominated to join the Executive Committee:

- 3) International individual members (i.e. members who are not Australian residents)
- 4) International organisations with an interest in disability and development

Those organisations and individuals who wish to subscribe to the newsletter but do not wish to commit to the goals and values of ADDC will be identified as ADDC supporters.

Organisation membership fees will be determined by the Executive Committee.

## **GOVERNANCE STRUCTURE:**

### **COMMITTEES**

#### **Structure**

ADDC is led by an Executive Committee. The Executive Committee members are responsible for the governance of ADDC. It has the authority to approve policy

positions, strategic and work plans, advocacy activities and budgets. Working Groups/Forums on specific areas of interest will be formed to suit needs.

### **Executive Committee:**

Executive Committee members are required to meet the following criteria:

- All Executive Committee Members (or a nominated proxy) representing organisations must attend a minimum of 80% of calls/meetings per annum. Members elected as individuals must attend a minimum of 60% per annum.
- All Executive Committee Members must be available to actively participate/comment/review on issues between meetings as often as is practicable.
- A quorum is 50% of Executive Committee membership. It is 50% + 1 if the committee has odd numbers of members.
- If a certain issue/question/report is sent to Committee members or Interest Group members in between scheduled meetings and requires a response within a designated time period, non response or silence will be interpreted as consent/approval to the motion/question.

The Executive Committee will be elected by ADDC members.

The Executive Committee will nominate and vote for the Executive Chairperson and Deputy Chairperson from amongst the Executive Committee members.

The two positions will be appointed for a one year term with the option to renew for a further year. There will not be a natural progression for the Deputy Chair moving to the role of Chair.

Executive members are elected for a two year term. Re-nominations are permitted.

The Executive Committee will consist of 14 representatives from the following groups:

- Five (5) substantive fixed positions (one representative per organisation):
  - Host agency<sup>1</sup>: [CBM Australia](#)
  - Australian disability services peak body<sup>2</sup>: [National Disability Services \(NDS\)](#)
  - Aid and Development agency peak body<sup>3</sup>: [Australian Council for International Development \(ACFID\)](#)

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<sup>1</sup> The Host Agency is the Australian organisation that provides the ADDC Secretariat.

<sup>2</sup> The Australian disability services peak body is the Australian organisation that represents Australian non-government disability services organisations.

<sup>3</sup> The Aid and Development agency peak body is the organisation that represents Australian not-for-profit international development and humanitarian agencies.



- Two (2) Australian Disabled People's Organisation peak body<sup>4</sup>: [People with Disability Australia \(PWDA\)](#) and [Australian Federation of Disability Organisations \(AFDO\)](#)
- Nine (9) elected positions that are:
  - Four (4) positions for Australian aid and development organisations<sup>5</sup>
  - Three (3) general positions for other organisations
  - Two (2) general positions for individual members with specific skills or experience to add to the expertise of the Executive Committee.

Elections will be held every two years for the elected positions. Nominations will be called for at least one month before the election. See Attachment One detailing the way the elections are organised.

There can be a nominated proxy from the 12 organisational members to represent the organisation in the usual representative's absence. Other Executive Committee members are elected as individuals and are not entitled to a proxy.

ADDC is committed to the principles of "Nothing about us without us" and gender equality. Potential Executive Committee members who have a disability are strongly encouraged to nominate. ADDC is committed to workplace equity and diversity and encourages people with diverse cultural backgrounds to nominate for the Executive Committee.

### **Roles & Responsibilities of Executive Committee Members**

- To set and amend the strategic policies and strategic directions of ADDC in consultation with the broader membership.
- To approve the recommended annual operating budget of ADDC, in coordination with the Host Agency that auspices the ADDC Secretariat.
- To establish working groups on specific issues as required and to receive and respond to reports and recommendations from these working groups.
- Participate in and support working groups, practitioner interest forums and webinars as required.

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<sup>4</sup> The DPO peak bodies have to be an organisation with the majority of the governing body made up of people with disability who represent a majority membership of people with disability and/or organisations governed by and made up of people with disability; be a recognised national DPO peak; have experience in disability inclusive development, including well-established DPO networks and partnerships both domestically and internationally; and it is desirable for them to be a signatory to the ACFID Code of Conduct.

<sup>5</sup> Australian aid and development agency categories includes Australian-based organisations that conduct activities in international relief and development who are or have an interest in incorporating disability inclusive development into their activities, and are a signatory to the ACFID Code of Conduct and a member of ACFID.

- To appoint representatives and delegations to government, intergovernmental and other organisations to represent ADDC.
- Effective monitoring of Executive Officer; this is to be an allocated responsibility of either the Chair or Deputy Chair.
- To resolve disputes arising in the Executive Committee, or between the Executive Committee and/or sub committees/Interest Forums and members.
- Meetings of the Committees may be held in person or via teleconferencing, videoconferencing or any other means.
- An issue presented to the Executive Committee will be resolved by consensus wherever possible. Where consensus cannot be achieved, the issue will be resolved by simple majority.
- It is ultimately the Committee's responsibility to maintain the viability of ADDC and the effectiveness of its governance.

### **Executive Committee Vacancy**

- In the event of a vacancy arising in the Executive Committee, the Executive Committee may appoint a new Executive Member to fill the vacancy.
- The new member shall serve out the unexpired term of the Executive Committee member he or she replaces, but is eligible for re-appointment at the end of the term to ensure representation on the Executive Committee through the election process.
- First consideration in filling the vacant position should be given to members who were unsuccessful in the most recent election.

### **Removal of Committee Member**

The forced removal of a Committee Member requires:

- At least a two thirds (2/3) majority vote from the entire Executive Committee, including the Member in question
- The existing Executive Committee must be able to provide evidence that the member being nominated for removal has significantly breached the ADDC Code of Ethics and action is no longer conducive to positive representation of ADDC or the member has not been able to meet the attendance expectations as required.

### **Voting rights**

- All Executive Committee Members have equal voting rights.
- The Executive Officer has equal voting rights as regular Executive Committee Members.
- If an Executive Committee Member cannot attend a regular or special meeting, that Committee Member can give his/her proxy by written request to another

Committee Member or to the Executive Officer to vote on certain or all matters that may come before the Committee at a meeting.

- The Chairperson is able to cast the deciding vote.

### **Interest Groups**

ADDC will form working groups, forums and webinars that relate to the direct operation of ADDC and advance ADDC's strategic priorities, as needed.

Where appropriate a report from each working group, forum and webinar will be presented at the next scheduled Executive Committee meeting.

## ***MANAGEMENT***

### **Executive Officer**

- A Host Agency is auspice to the ADDC Secretariat. The Host Agency, with support from the ADDC Executive Committee, shall be responsible for the appointment of the Executive Officer, who under the direction of the Executive Committee and Host Agency, shall be the administrative head responsible for facilitating the ADDC Governance Framework, and all ADDC policies, programs and activities developed, formulated and approved by the Executive.
- The Executive Officer shall, in consultation with Executive Committee, develop the overall national/international program and strategic plans. Regular reports on progress will be forwarded to the Executive Committee and Host Agency as required.
- The Executive Officer shall arrange for an accurate record to be kept of the proceedings of all ADDC committee the meetings and other liaison meetings as requested.
- The Executive Officer is responsible for recruiting and supporting volunteers for ADDC tasks.
- The financial remuneration and conditions of employment of the Executive Officer shall be determined by the Host Agency.
- A performance review of the Executive Officer will be conducted annually as a minimum requirement. This will be initiated by the Host Agency. The Secretariat Executive Member will include the Chairperson or Deputy Chairperson of the Executive in this review.

### **Media contact**

The only people with authority to discuss ADDC related issues with the media or external parties (such as DFAT) are the Chairperson of the ADDC Executive Committee

and the Executive Officer. Other members can be delegated authority by the Chairperson or the Executive Officer when required.

### **Finance**

- The ADDC Executive Officer is responsible for development of an annual budget which is approved by ADDC Executive Committee. The budget represents expected income and expenditure for the year in question.
- No portion of the assets or income shall be distributed directly or indirectly by way of dividend, bonus or otherwise to any Member.
- No remuneration or other benefit in money or money's worth shall be paid or given by ADDC to any Member who holds any office of ADDC.
- Nothing contained in this clause shall prevent the payment in good faith of or to any Member for:
  - Any services actually rendered to ADDC whether as an employee or otherwise;
  - Goods supplied to ADDC in the ordinary and usual course of operation;
  - Interest on money borrowed from any Member;
  - Rent for premises demised or let by any Member to ADDC;
  - Any out-of-pocket expenses incurred by the Member on behalf of ADDC, provided that the payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

### ***GRIEVANCE AND COMPLAINTS***

- Grievances and complaints pertaining to the actions of the Executive Officer will be addressed by the nominated Manager in the Hosting Agency in conjunction with the Chairperson or Deputy Chairperson of the Executive.
- Grievances and Complaints relating to ADDC Committee or ADDC Members in relation to ADDC Code of Ethics will be addressed by representatives of the ADDC Executive Committee. Representatives chosen by Chairpersons, Executive Officer and additional committee members if numbers are even or specialised skill is required. The person or organisation lodging a complaint will receive written notification of the outcome.
- If a member has been found in breach of the ADDC Code of Ethics, the member will be notified in writing and awarded 28 days to respond. This response will be presented to the next scheduled Executive Committee meeting. Outcome will be addressed in writing with the member.
- All proceedings relating to any grievance or complaint will be kept strictly confidential.

## **GOVERNANCE & MANAGEMENT REPORTING REQUIREMENTS**

- ADDC will produce a brief annual report comprising a summary of ADDC activity against the Strategic Plan.
- Regular detailed updates will be reported to members via ADDC web site, newsletter and member email notices.

## **COMPLIANCES**

- ADDC Executive Committee members and Executive Officer must abide by all laws and regulations pertaining to their country as well as any legislative obligations.
- ADDC Executive Committee members and Executive Officer must abide by all laws and regulations of the organisation they represent.

## **CHANGE**

- The Executive Committee has authority to make any changes to the purpose, structure, governance and management of ADDC, in consultation with the Host Agency.
- Any significant change will be included in the Governance Framework document and brought to the attention of ADDC members.
- Any concern from members relating to these changes should be brought to the attention of the Executive Officer or Chairperson of the Executive Committee and will be addressed via the process as identified in the Grievance and Complaints Clause.

## **DISSOLUTION**

- If ADDC is wound up and there is any property or money left after all its debts have been paid, the property or money must be given to one or more organisations that:
  - have similar purposes to ADDC;
  - the agency that has hosted ADDC; or
- an organisation endorsed as a deductible gift recipient because it is a public benevolent institution. Members to be notified via website or other suitable means as soon as decision has been ratified by the Executive Committee.

## **APPROVAL**

Document approved by the ADDC Executive Committee on 8 August 2017. This governance framework is to be reviews every four years, or before following agreement by the Executive Committee to do so.

## ***Attachment One– Executive Committee Election Process***

The ADDC Executive Committee elections will be conducted at the conclusion of Committee members' elected two-year terms, as follows:

### **Fixed Positions**

Elections will not be held for the five (5) fixed positions, comprised of one (1) representative from each of the following organisations:

- Host agency: CBM Australia
- Australian disability service providers peak body: National Disability Services (NDS)
- Aid and Development agency peak body: Australian Council for International Development (ACFID)
- Two (2) Australian Disabled People's Organisation peak body: People with Disability Australia (PWDA) and Australian Federation of Disability Organisations (AFDO)

### **Elected Positions**

There are nine (9) elected positions on the ADDC Executive Committee. These are:

- Four (4) positions for Australian aid and development organisations
- Three (3) general positions for other organisations
- Two (2) general positions for individual members with specific skills or experience to add to the expertise of the Executive Committee.

A multi-member ballot will be conducted for each category in order to fill these nine positions.

Each registered ADDC Australian-based Member will be issued a ballot and vote for nominated candidates in the relevant category.

### **Election timeframe**

The process is planned as follows with indicative timeframes:

- July - Members requested to update membership details to be eligible to vote
- August – Nominations open
- September – Voting and election of Executive Committee
- October - First meeting of Executive Committee
- Early October – Nomination of Chair and Deputy Chair
- Mid-late October – Voting and election of Chair and Deputy Chair