



Terms of Reference

Disability Access and Inclusion Advisory Committee

1. Introduction

Council recognises that decision making is enhanced, services are better delivered, and strategies and policies are likely to result in better outcomes for the community when community is involved in co-designing projects and programs which affect them.

The Disability Access and Inclusion Advisory Committee (DAIAC) is designed to encourage and support community member's involvement and collaboration in Council's decision-making processes. The Terms of Reference have been developed to be consistent with the principles of Council's Community and Stakeholder Engagement Policy.

2. Purpose

The DAIAC will provide advice and meaningful input throughout the development of projects and programs from the perspective of people with lived experience of disability, with a focus on Bayside's four-year Disability Action Plan (2021-2025). Members may be a person with a disability, a carer, or a person involved in a disability access support. The Advisory Committee will receive half-yearly reports on the progress of implementation of Council's Disability Action Plan and will guide the development of the next generation of the Disability Action Plan, when applicable.

3. Objectives

The objectives of the DAIAC are to:

- Provide meaningful input and advice throughout the planning, implementation and evaluation of projects and programs outlined within the Disability Action Plan.
- Work collaboratively to prioritise actions and look for solutions that are functional, useable, and sustainable.
- Assist in the review of priority actions within the Disability Action Plan and provide feedback turning ideas into improvements that will lead to better lived experiences.
- In addition, the DAIAC will also be available to provide specific advice from a disability perspective on nominated Council strategies, masterplans, programs, and infrastructure priorities.

4. Co-Design Principles

The following co-design principles are embedded within the DAIAC:

- **Inclusive:** A diverse membership is ensured to reflect the diverse needs of people with a disability. Different types of community members with different kinds of knowledge (lived experience, professional and specialist expertise) are involved in the committee.
- **Outcomes-focused:** The committee is outcome focused with a common goal looking at achieving change and improving outcomes for the Bayside community.

- **Meaningful:** Individuals are involved as active committee members with meaningful input throughout the process.
- **Respectful:** All committee members are seen as experts and their input (time, knowledge and other contributions) is valued and has equal standing.
- **Adaptive:** The committee is flexible and can be adaptive to change based on arising needs and priorities.

5. Membership

Membership will comprise:

- Ten community members with lived experience of disability; and
- Two Councillors.

To support the conduct of meetings the following Council officers will also attend DAIAC meetings:

- Community Wellbeing Coordinator
- Inclusion Officer
- Manager Open Space, Recreation and Wellbeing
- Manager Community Services
- Governance Officer

6. Term of Appointment

- DAIAC members will be appointed for a term of one or 2 years, with an option for a further one or two years (to a maximum of 4 years, not including the 12-month pilot).
- At the conclusion of a community members' term that Council's internal selection panel review the membership of the Committee against the criteria set out in section 8 of this document.
- In the event of a community member resigning from the Committee before the expiry of their term, except in the event of there being 3 months or less remaining in that term, Council's internal selection panel may either recommence a public expression of interest process, or approach candidates who have participated in the most recent expression of interest process, to recommend (to Council) a member to the vacant position.

7. Appointments

Members will be appointed by Council following a public advertisement process. Selection will be based on the preference for the DAIAC to be representative of the diversity of disability as well as the individual merit presented by those nominating.

Selection criteria will include community members who:

- are residents of the City of Bayside or have strong links to Bayside (work, play, study, or own property in Bayside); and
- can demonstrate active and broad connections in the community.

Membership will aim for a group representing a range of abilities, ages, gender, cultures, geographic locations across the municipality and a range of areas of interest/expertise. To facilitate the participation of members with a disability we will remove or reduce barriers to participation such as transport, care requirements and technology.

Council is committed to creating an accessible and inclusive environment for all members and will work with members to consider any supports required.

Council will advertise for nominations for community members through Council's website, and key communication channels such as social media and e-newsletters.

8. Delegations

The DAIAC will provide advice to Council. It has no specific delegations.

9. Accountability

Members will:

- have an active role in seeking and communicating community views to Council
- be respectful of other members' views and sign a code of conduct
- participate in discussions at meetings, listen actively, and encourage others to participate
- be responsible for reading all minutes and material provided
- be able to participate in the majority of scheduled meetings.

10. Meeting Procedure

9.1 Meetings

- DAIAC will meet on at least six occasions per year, generally on a bi-monthly basis. Additional meetings will be determined on a needs basis in accordance with work being undertaken by Council.
- Feedback and input from members may be sourced through means other than meetings.
- The structure of the meetings shall be flexible and determined by the makeup and needs of the committee, to ensure equal participation.
- A meeting quorum will be a minimum of half of the membership plus one, the majority of members present must not be Bayside City Council employees or Councillors.

9.2 Invited Guests or Co-opted Members

The DAIAC may invite guests or co-opt members to join the DAIAC from time to time in either an expert advisory capacity or for a specified purpose and/or for a specific period.

9.3 Chairperson

- The Chairperson of the Advisory Committee must be elected from the Council appointed Councillor representatives on the Committee.
- The Chairperson shall be appointed by resolution of Council at its Annual Meeting (or, at another Meeting of Council if an appointment at an Annual Meeting is not possible), taking into account any recommendation of the Advisory Committee.
- The Chairperson term is for a maximum of two years.
- The Chairperson has a casting vote on occasions where there is an equal number of votes on a matter.
- In the absence of the appointed chairperson from a meeting, the Deputy Chairperson will undertake the duties of the Chairperson.

9.3.1 Role of Chairperson

The role of the Chairperson includes, but is not limited to:

- Chairing of meetings of the Advisory Committee in accordance with the meeting agenda distributed to Committee Members.

- Conducting meetings in a manner that promotes full participation, communications, involvement, consensus, mutual respect and listening.
- Providing time during meetings for any Advisory Committee Member to raise any issue they believe is relevant.
- Has a casting vote on occasions where there is an equal number of votes on a matter.
- The Chairperson (or Deputy Chairperson) will be part of the interview panel for the recruitment of new ordinary members of the Advisory Committee.

9.3.2 Deputy Chairperson

- The Deputy Chairperson of the Advisory Committee must be elected from the Council appointed Councillor representatives on the Advisory Committee.
- The Deputy Chairperson shall be appointed by resolution of Council at its Annual Meeting (or, at another Meeting of Council if an appointment at an Annual Meeting is not possible), taking into account any recommendation of the Advisory Committee.
- The Deputy Chairperson term is for a maximum of two years.
- The Deputy Chairperson will undertake the duties of the Chairperson in the absence of the Chairperson.

9.4 Meeting Agendas and Minutes

- Agenda and associated material will be prepared and provided to members at least one week prior to the meeting.
- DAIAC members may propose agenda items for consideration. Agenda items should be submitted to the Inclusion Officer two weeks before the next scheduled meeting, to allow time to prepare information for the meeting.
- Minutes of Committee meetings will be provided to Council at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting.

9.5 Conflict of Interest

A member with a conflict of interest, or perceived conflict of interest, in a matter before the DAIAC must declare their interest prior to discussion of the item. This will be a standing item on the agenda.

9.6 Code of Conduct

A code of conduct will be enforced to ensure safe participation and enable a respectful and equitable sharing of ideas. All members will be required to sign a code of conduct contract. Any breaches of the Code of Conduct will be addressed by the Chair. Severe breaches may result in removal from the DAIAC.

9.7 Accessibility Needs

All accessibility needs of the DAIAC will be supported. Officers will work individually with all committee members to ensure everyone can fully participate.

11. Reporting

The minutes of the DAIAC will be presented for adoption to the subsequent Ordinary Meeting of Council.

12. Review of the Terms of Reference

The Terms of Reference will be reviewed every 2 years or as required.