



# Disability Access and Inclusion Advisory Committee Charter



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### 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 members are involved in decisions 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 through the direct perspective of people with lived experience of disability.

### 1. Purpose

1. The Disability, Access and Inclusion Advisory Committee (DAIAC) has been established for the purpose of providing advice and meaningful input to Council 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 disability access/ inclusion program in Bayside.
- 1.2 The Advisory Committee must operate in accordance with the relevant adopted plans, policies, resolutions, strategies and current practices and should not recommend an action that is in direct conflict to Council policy, resolution and practice.
- 1.3 The Advisory Committee will actively promote deliberative dialogue aimed at exploring the best course of action or advice to be provided to Council as a recommendation from the Committee. Those discussions must be guided by:
  - The current Council Plan
  - Municipal Public Health and Wellbeing Plan
  - The Disability Action Plan (2021–25)
  - Any relevant expert advice
  - Any relevant legislation
  - Any other relevant Council adopted policy, strategy or guideline.
- 1.4 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.

## 2. Objectives

- 2.1 The objectives of the Advisory Committee are to:
- Provide meaningful input, advice and feedback 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 prioritising actions from Council's Disability Action Plan and provide feedback turning ideas into improvements that will lead to better lived experiences.
- 2.2 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.

## 3. Disability Action Plan and Reporting Requirements

- 3.1 The Advisory Committee will contribute and provide advice to Council on the Disability Action Plan. The Advisory Committee will approve a draft Plan at least 3 months prior to the expiration of the current Action Plan and recommend the draft Action Plan to Council for its approval.
- 3.2 The Advisory Committee will receive half-yearly reports on the progress of the implementation of the Disability Action Plan.

## 4. Delegations

- 4.1 The Advisory Committee will provide advice to Council on disability and inclusion related matters relating to projects and programs, however the Committee has no specific delegation of duty or power and has no financial delegation.

## **5. Membership**

5.1 The Advisory Committee consists of the following members:

<b>Position/Role</b>	<b>Number</b>	<b>Term (years)</b>
Bayside City Councillors	2	Appointed Annually at Council
Community members with lived experience of disability	Up to 10	2

5.2 The quorum for any meeting of the Advisory Committee is a majority of members of the committee, plus one, with one being an appointed Councillor. In this instance a quorum for any meeting will be 7 Committee Members, with one being a Councillor representative.

5.3 All members have full and equal rights on matters before the Advisory Committee.

5.4 Officers in attendance may include the Director Community and Customer Experience, Manager Family Youth and Wellbeing, Manager Community Care, Community Wellbeing Coordinator and Inclusion Officer. Council Officers in attendance do not have voting rights.

## **6. Term of Appointment**

### **6.1 Term of appointment – Ordinary Members**

6.1.1 Community members of the Advisory Committee will be appointed for a term of two years. At the conclusion of their first two-year term, existing members will be eligible to apply to be reappointed at the discretion of Council for a second term of two year's duration. Members can serve a maximum of two consecutive terms (total of 4 years) not including the 12 month pilot of the Advisory Committee.

6.1.2 Where a new member is appointed to the Advisory Committee their two-year term shall commence from the date of appointment by Council.

6.1.3 Should a member resign before the expiry of their term, the vacancy will either be filled for the remainder of that term, or if the vacancy occurs within 12 months of the expiry of the term, then Council may choose not to fill the vacancy.

6.1.4 In the event a member of the Advisory Committee has engaged in serious misconduct of any kind, the Chief Executive Officer may propose to remove a member of the Committee, following written notice to the member of its reason and intention to do so, and provide that member with the opportunity to be heard if so requested.

**6.2 Attendance at meetings**

- 6.2.1 Members of the Advisory Committee are expected to attend all meetings of the Committee. Any member who is absent for more than one meeting without having submitted a prior apology will be considered to have resigned from the Advisory Committee.
- 6.2.2. This requirement can be waived at the discretion of the Chairperson in the case of special circumstances such as an extended illness.
- 6.2.3. Meetings will be held within a hybrid environment (online and in person) to maximise attendance at each meeting.

**7. Appointments**

- 7.1 All members of the Advisory Committee will be appointed by Council.
- 7.2 The selection process for community members on the Advisory Committee will be as follows:
- Advertisements and public notices will be placed on the Bayside City Council website and other key communications channels calling for nominations.
  - Following the closure of nominations an assessment panel comprising the current Chair of the Committee, Director Community and Customer Experience, and Manager Family Youth and Wellbeing (or their nominees) will be convened.
  - The Panel will assess the nominations using the criteria below, undertake an interview process, and will recommend suitable appointments to Council.
  - In the event of a member resigning before the expiry of their term, as outlined on section 6.1.3, the Panel may either recommence a public advertisement process, or approach candidates who have participated in the most recent nominations process, to recommend (to Council) a member to the vacant position.

**7.3 Selection Criteria for Ordinary Members**

- 7.3.1 The selection of nominees will be guided by the following selection criteria:
- Reside in, or be able to demonstrate a strong connection with, the City of Bayside through work, play, study, or own property in Bayside.
  - Be able to work in an open and constructive environment as a member of a team.
- 7.3.2 Community Advisory Committee members are selected for their skills and experience in relation to the above criteria.

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7.3.3 Membership of the Committee should be mindful of diversity, accessibility, and inclusiveness and where possible the Committee should represent a range of abilities, ages, genders, cultures, geographic locations across the municipality and a range of areas of interest/expertise.

Membership of the Committee must consist of a majority of Bayside residents.

7.3.4 Council is committed to creating an accessible and inclusive environment for all members and will work with members to consider any support required to actively participate in meetings.

7.3.5 Members appointed to the Advisory Committee is on a voluntary basis and no remuneration is provided.

7.3.6 While it is not necessary for Advisory Committee members to live or work in Bayside, Council recognises the benefits of local community participation and diversity in the skills, experience and attributes of the Committee's membership.

### **7.4 Selection of Councillor Members**

7.4.1 The Councillor members of the Advisory Committee will be appointed by Council at its Annual Meeting in November each year.

## **8. Member Responsibilities**

8.1 In order to fulfil the objectives of the Advisory Committee, members are expected to:

1. Have a strong understanding of the objectives outlined in Council's Disability Action Plan and be able to contribute to its implementation.
2. Have an active role in seeking and communicating community views to Council.
3. Be respectful of other member's views.
4. Prepare for and participate in discussions at meeting(s), listen actively, and encourage others to participate.
5. Be responsible for reading all information provided prior to the Committee meetings and other activities.

## **9. Meeting Procedures**

### 9.1 Meetings

- 9.1.1 The Advisory Committee will meet at least **four** times a year, with a schedule of dates to be provided to members at the beginning of each calendar year.
- 9.1.2 Meetings will generally be held in the Bayside Room, Corporate Centre Sandringham, and also a hybrid model of meetings will be offered to all members.
- 9.1.3 Additional meetings may be arranged in consultation with members on an “as-needs” basis.
- 9.1.4 Meetings can only be held where a quorum for the meeting can be maintained. In this instance a quorum is 50% of the appointed Advisory Committee members plus one, and a Councillor must be present at all meetings.

### 9.2 Agendas and Minutes

- 9.2.1 The Meeting papers including the agenda and supporting documentation will be circulated to members of the Committee at least 5 days in advance of each meeting.
- 9.2.2. Minutes of the meetings will be presented within one week of the meeting for review by the Chair of the Advisory Committee.

Minutes of meeting must be circulated to all members within 10 days, following the approval by the Chair of the meeting.

- 9.2.3. Administrative support will be provided to Advisory Committee under the oversight of the responsible Director. A member of the Governance Team will attend all meetings to undertake the governance requirements including minute taking for the meeting.

## **10. Chair of the Advisory Committee**

- 10.1 The Chair of the Advisory Committee must be elected from the Council appointed Councillor representatives on the Committee, and is subject to reappointment annually at the Annual Meeting of Council.
- 10.2 The second appointed Councillor on the Committee will take the role of Deputy Chair, in the absence of the Chair at any Advisory Committee meeting.
- 10.3 The Chairperson of the Advisory Committee has a casting vote on occasions where there is an equal number of votes on a matter.
- 10.4 The Chair in consultation with the responsible Director may invite experts consultants or guests where necessary to present to the Committee in an expert advisory capacity for a specified purpose.



## **11. Role of the Chairperson**

11.1 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.
- Having a casting vote on occasions where there is an equal number of votes on a matter

11.2 The Chair will be part of the interview panel for the recruitment of new ordinary members of the Advisory Committee.

## **12. Deputy Chair**

12.1 In the absence of the appointed Chair, the Deputy Chair will undertake all the duties of the Chair.

12.2 The Deputy Chair of the Advisory Committee when representing the Chair has a casting vote on occasions where there is an equal number of votes on a matter.

12.3 The Deputy Chair will be part of the interview panel for the recruitment of new ordinary members of the Advisory Committee if the Chair is unable to participate in the process.

## **13. Conflicts of Interest**

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

## **14. 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 the code of conduct. Any breaches of the Code of Conduct will be addressed by the Chair. Severe breaches may result in removal from the Committee.

**15. Reporting**

The minutes of the Advisory Committee Meetings will be presented to a forth coming Council meeting for noting or if the Committee is recommending to Council at specific action, it will be specifically detailed in the report to Council.

**16. Review of the Charter**

The Charter will be reviewed every two years or as deemed necessary.

This Charter was adopted by Council on .....