



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 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 in Council's decision-making processes through the direct perspective of people with lived experience of disability.

The Terms of Reference have been developed to be consistent with the principles of Council's Community and Stakeholder Engagement Policy (currently in draft).

2. Purpose

The DAIAC will provide advice on the development of the Municipal Public Health and Wellbeing Plan (MPHWP) from the perspective of people with lived experience of disability. Members may be a person with a disability, a carer, or a person involved in disability access/ inclusion program in Bayside.

Every council in Victoria is required to develop and implement a MPHWP to set the broad mission, goals and priorities to enable people living in the municipality to achieve maximum health and wellbeing. At Bayside, disability access and inclusion actions are integrated into the MPHWP, recognising that people with a disability will have the same general health and wellbeing needs as other members of the community and some more disability-specific needs.

3. Objectives

The objectives of the DAIAC are to support the development of the MPHWP by:

- Considering the outcomes of the community health and wellbeing survey and other sources of community health information;
- Identifying issues of access to the built, natural and social environments;
- Identifying barriers to inclusion in community and economic life in Bayside;
- Discussing potential solutions (actions) to identified issues;
- Assisting in prioritising actions to be included in the MPHWP; and
- Assisting in monitoring implementation.

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. Membership

Membership will comprise:

- Eight community members with lived experience of disability;
- Community Wellbeing Coordinator (Bayside City Council);
- Inclusion Officer (Bayside City Council);
- Manager Open Space, Recreation and Wellbeing;
- Manager Community Services; and
- Two Councillors.

5. Term of Appointment

DAIAC members will be appointed for one year, concluding in March 2022. Should a member resign before the expiry of their term, the vacancy will either be filled for the remainder of the term, or if the vacancy occurs after six months of the term Council may choose not to fill the vacancy.

The DAIAC will be evaluated following the 12-month period with outcomes of the evaluation and recommendations for future committees and/or other advisory structures presented at a future Council meeting.

6. Appointments

Members will be appointed by Council following a public advertisement process. Selection will be based on the preference for 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. Information on nominating will also be shared with local networks including Community Centres and disability-specific organisations.

Delegations

The DAIAC will provide advice to Council with no specific delegations.

7. 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 contract;
- participate in discussions at meetings, listen actively, and encourage others to participate;
- be responsible for reading all minutes and material provided; and
- be able to participate in at least five of the six meetings.

8. Meeting Procedures

8.1 Meetings

DAIAC will meet on at least six occasions. 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.

8.2 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.

8.3 Chairperson and Minute-taker

Meetings will be chaired by a Councillor. The role of the Chairperson includes, but is not limited to:

- Chairing of meetings of the DAIAC in accordance with the meeting agenda;
- Conducting meetings in a manner that is consistent with the code of conduct;
- Providing time during meetings for any DAIAC 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.

Minutes will be taken by a Council staff member and presented to Council for adoption.

8.4 Meeting Agenda

Agenda and associated material will be prepared and provided to members 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.

8.5 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.

8.6 Code of Conduct

A code of conduct will be strictly 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. Reporting

The minutes of the DAIAC will be presented for adoption to the subsequent Ordinary Meeting of Council. As the focus of the DAIAC will be disability access and inclusion considerations for the (MPHWP, recommendations from the group will be provided to the MPHWP Working Group and Project Control Group.

Where other access issues are raised, they will be referred to the relevant area of Council for consideration, or to other responsible public authority, as appropriate.

10. Review of the Terms of Reference

The Terms of Reference will be reviewed as part of the 12-month evaluation.