



## **BANYULE CITY COUNCIL – DISABILITY AND INCLUSION ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

**Name:** Banyule Disability and Inclusion Advisory Committee (BDIAC)

#### **Introduction:**

Banyule City Council is proud of its diversity and believes that communities are better off when all people, regardless of their background, identity or ability are embraced and supported to participate and contribute. Council acknowledges that the wellbeing of certain groups, including people with a disability can be impacted more than others and requires a greater level of attention.

In January 2015, Council established the BDIAC to provide feedback to Council about the key issues and concerns of people with a disability and their families in Banyule.

The Committee has played a key role in the development and implementation of Council's Disability Action Plan and advising Council on key issues relating to people with a disability. The newly appointed BDIAC Advisory Committee will assist in the development and implementation of Council's Disability Action Plan 2017-21.

The BDIAC contributes to Council's commitment to engaging and supporting diverse communities as outlined in Council's City Plan.

**Aim:** The aim of BDIAC is to provide Council with advice on Inclusion, Access and Equity, issues facing people with a disability and on the implementation of Council's Disability Action Plan 2017-2021.

#### **Key Objective:**

- The priority of the committee is to assist with the development and implementation of the four- year Disability Action Plan 2017-2021.

**Additional objectives:**

- Assist with the Implementation of the 2016/17 Disability Action Plan
- Provide feedback and advice to Council on its policies, plans and services that impact people with a disability
- Consider and provide advice on key Government initiatives, programs and reviews in particular the NDIS.
- Advocate on behalf of people with a disability
- Consider funding and other opportunities as they may arise
- Assist Council to promote the benefits of diversity within the Banyule municipality and beyond
- Provide advice to Council with its communication, engagement and consultation with people with a disability

**Assembly of Councillors and Conflicts of Interest**

The LGBTI Advisory Committee is considered an Assembly of Councillors as defined under section S80A *Local Government Act 1989*.

An Assembly of Councillor form must be completed and sent to Council's Governance unit as soon as possible at the completion of the meeting for inclusion in the next Council Meeting Agenda. The Assembly of Councillor form records:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor
- whether a Councillor who has disclosed a conflict of interest leaves the assembly as required by the Local Government Act .

The written record of an Assembly of Councillors as soon as practicable must be:

- (a) reported at an ordinary meeting of the Council; and
- (b) incorporated in the minutes of that Council meeting

**Conflicts of Interest as defined by the Local Government Act S80A (3)****Councillors:**

Councillors must leave the meeting if the matter under consideration could be considered a conflict of interest. The Councillor must disclose they have a conflict of interest regarding any item being considered. The same criteria for conflict of interest for an Assembly of Councillors, applies to this Advisory Committee.

**Staff:** A staff member should declare a conflict of interest if providing advice on the matter to Council.

**Membership:**

The BDIAC membership will consist of up to 15 community members and a minimum of 2 Councillors. Council staff will provide support and assistance to the committee.

Council will appoint one Councillor as Chairperson of the committee and at least one Councillor as substitute chairperson.

Community members appointed to the committee will include representation from:

- Up to ten Banyule residents with disabilities
- Up to three representatives of parents and or carers of Banyule residents with disabilities
- Up to two representatives of disability services organisations active in Banyule

*All BDIAC positions are voluntary positions.*

### **Selection process:**

The selection committee will include Manager Health, Ageing and Community Planning and the Community and Social Planning Team. The committee will assess the nominations against the selection criteria below, and recommend appointments to Council.

### **Selection criteria:**

Advisory Committee members will meet the following criteria:

#### Essential Criteria

- Be a Banyule resident with a disability or have direct links with Banyule residents with a disability as a carer/parent or service organisation.
- Have knowledge and understanding of the needs and the broad issues affecting people with a disability
- Have an interest and involvement in local and broader disability issues, advocacy and networks
- Have the ability to contribute to the strategic development of disability policy at the local government level.

#### Desirable Criteria

- Experience and/or understanding of the role of an advisory committee
- An understanding of Local Government services and programs from a inclusion perspective

*Council will aim to ensure that members of the Committee reflect the diversity of the Banyule community including ethnicity, age, gender, a range of disability experiences and disability types, younger and older carers, and different geographical areas across Banyule.*

### **Terms of Appointment:**

- Appointments will be for a two year term
- Expressions of Interest for membership will be advertised for a minimum of 14 days
- Council will appoint a Councillor to Chair the meetings
- Members completing a two year term may re-apply for a further two-year term

- The membership of the Committee will be reviewed as part of the on-going review and implementation of the IAEF and associated plans.
- The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant.
- Members are free to resign from BDIAC at any time. Previous nominations may be considered to fill the vacancy. An Expression of Interest (EOI) process will be undertaken if there are no previous nominations that meet the criteria

#### **Meeting Frequency and Duration:**

- The BDIAC will meet bi-monthly for a duration of 1.5 hours
- It is expected that each member attend a minimum of 60% of all meetings
- Council may from time to time appoint a specialist sub-committee of BDIAC to examine critical issues of interest and to report back to BDIAC. Membership of such sub-committees to be made up of interested BDIAC members and others as required.

#### **Role of Councillor Appointed as Chairperson:**

- To act as Chairperson of the BDIAC
- To be the link between Council and the BDIAC
- To table issues and concerns to Council on behalf of the BDIAC
- To nominate another Councillor to attend meetings in his/her absence

#### **Role of committee members**

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council Officer assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

#### **Executive Support:**

- The Community and Social Planning Unit of Council will provide Executive support to BDIAC.

#### **Accountability and Extent of Authority:**

- BDIAC members have an active role to provide feedback and advice to Council on issues relating to disability/inclusion within the municipality.
- BDIAC members participate in discussions at bi-monthly meetings.
- BDIAC members have an advisory role and do not hold any authority to make decisions or commitments on behalf on Council.

**Monitoring and reporting:**

- The minutes of BDIAC meetings will be circulated to members via email for confirmation.
- All Committee minutes will be presented to Council for noting.
- Minutes will be adopted at the start of BDIAC meetings and placed on Council's website for viewing.
- Recommendations and requests arising from BDIAC meetings will be presented to Councillors for consideration. Where this occurs the request will require the majority support of the committee members present at the meeting where the recommendation has been made (not including Councillors or Council staff). Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's Policies and Plans and budgetary processes.

**Evaluation and Review:**

An annual evaluation of BDIAC will be carried out to identify successes, challenges and areas for improvement for the committee.

The Terms of Reference and membership will be reviewed and evaluated at the completion of the term of the Committee (estimated as December 2018).

**Reimbursement of expenses:**

Individual members of the Committee will be reimbursed for transport related costs they have incurred in participating in meetings and related activities.

**Supports to participate in the meetings**

Council will provide reasonable supports to participate in the meetings, such as note taker and equipment, which will be negotiated with the members as needed.

**Confidentiality:**

Councillors and individuals on committees established by Council are subject to the Local Government Act (1989) which identifies responsibilities in relation to confidentiality.

**Induction and Orientation:**

An induction and orientation process will occur for all members at the beginning of the term of the Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Committee.
- Providing members with an overview of the advisory structures and decision making processes of Council.
- Introduction to the Banyule's City Plan and other relevant Council policies, strategies and plans.
- Overview of key issues and key projects regarding the LGBTI community in Banyule.
- Establishing clear objectives and priorities for the two-year term of the Committee.