

# Terms of Reference

## Disability Advisory Group

### Purpose

The purpose of the Disability Advisory Group (DAG) is to offer guidance to the City on issues impacting people with a disability. The group will also provide advice on the development and implementation of the City's Access and Inclusion Plan.

Development applications and City-based works can be referred to the group to request the group's feedback.

### Membership

Two Elected Members as appointed by Council.

Up to eight Community Members.

Community members must:

1. Reside in the City of Bayswater, or represent a service provider or organisation within the City of Bayswater; and
2. Live with a disability or are a parent, carer, advocate of a person with a disability, or be able to contribute expertise or advice on disability.

Community members will be appointed and paid in accordance with the *Independent Advisory Group Members Policy*.

All Councillors are appointed as Deputies.

Members must abide by the City of Bayswater *Code of Conduct for Council Members, Committee Members and Candidates*.

### Chairperson

The Advisory Group members are to elect a Chairperson and Deputy Chairperson at the first meeting, both of whom must be an Elected Member of Council.

The Chairperson will preside at all meetings. In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair.

The Chairperson is responsible for the proper conduct of the Advisory Group.

### Delegated Authority

This group performs an advisory function and does not have any delegated authority.

### Meetings

The Group shall meet three times per year, or as required, at the City of Bayswater Civic Centre.

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Relevant staff members and guests may be invited to the meetings at the Chairpersons' discretion.

## **Administration**

Notification of the meeting will be provided at least a fortnight prior to the meeting date.

An agenda shall be provided to members one week before the meeting.

Minutes of the meeting will be provided to all members, and all City Councillors, within 14 calendar days following the meeting date.

## **Liaison Officer**

Director Community Services.