Code of Conduct

Disability Access and Inclusion Advisory Committee

1. Introduction

The Code of Conduct is a guide to appropriate behaviour of members to ensure a safe, respectful and inclusive meeting space. The committee will be most effective in achieving change if all members are able to contribute equitably in sharing their perspectives and experiences. The Code of Conduct is complemented by the Disability Access and Inclusion Advisory Committee (DAIAC) Terms of Reference, which notes the primary purpose of the Committee is to contribute to the development of the Municipal Public Health and Wellbeing Plan.

All DAIAC members will treat one another with respect, dignity and honesty in the spirt of co-responsibility. This will be achieved by:

Respect

- Members will acknowledge and respect the diversity of views, beliefs and culture within the DAIAC and the broader community;
- Members will allow others to speak without interruption;
- Members will foster an environment of inclusion and collaboration through listening to each other's opinions in a non-biased and non-judgemental manner;
- Members will engage in respectful language and conversations; and
- Members will ensure that personal views about Council policy or other matters which are outside DAIAC business are raised and discussed outside of the DAIAC meeting environment.

Honesty

- Members will declare any conflicts of interest that may arise during meetings; and
- Members will provide honest and constructive feedback on topics discussed.

Confidentiality and communication

- Members will need to comply with Council Privacy Policy including:
    - Members will not disclose private and personal information about other members;
    - Members will not speak on behalf of the Committee, or Council, without permission; and
    - Members will not disclose the details of DAIAC discussions, without permission.

Preparation

- Members will prepare for meetings by reading all papers and seeking clarification if needed;
- Members will ensure they arrive promptly to allow the meeting to commence on time;
- Members will respond to contact from the Chair within a reasonable time; and
- Members will make an apology, as soon as they are aware, they cannot attend a meeting and provide comments on papers if unable to attend a meeting.

2. Code of Conduct breaches

Any breaches of the Code of Conduct will be addressed by the Chair. The role of the Chair is to encourage participation, moderate and enable respectful and equitable sharing of ideas. Breaches of the Code of Conduct may result in:

- A request for the member to rectify the breach or apologise;
- A warning to the member;
- Removal from the DAIAC meeting; or
- In cases of multiple or severe breaches, the member may be removed from the DAIAC.

Concerns about the actions of Council staff or Councillors should be directed to the Director Environment, Recreation and Infrastructure.

Resignation

DAIAC members can cease membership at any time by notifying their intention to the Chair in writing. All memberships will cease at the end of the DAIAC 12-month term.

I (name)……

agree to abide by the Code of Conduct as a member of the Disability Access and Inclusion Advisory Committee

Date…….. Signature……