

10.6. Establishment of North Sydney Disability Inclusion Committee

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| ENDORSED BY | Marcelo Occhiuzzi, Director Community, Planning and Environment |
| ATTACHMENTS | 1. Terms of Reference - Disability Inclusion Committee [10.6.1 - 5 pages] |
| CSP LINK | 2. Our Built Infrastructure 2.1 Infrastructure and assets meet diverse community needs 3. Our Innovative City 3.3 Distinctive sense of place and design excellence 4. Our Social Vitality 4.1 North Sydney is connected, inclusive, healthy and safe 5. Our Civic Leadership 5.1 Lead North Sydney’s strategic direction |

PURPOSE:

The purpose of this report is to seek endorsement from Council to establish a Disability Inclusion Committee as recommended in the North Sydney Disability Inclusion Action Plan (2022-2026).

EXECUTIVE SUMMARY:

- Council endorsed the *North Sydney Disability Inclusion Action Plan* in October 2022.
- The establishment of a Disability Inclusion Committee is identified as an action Council would commit to in year one of the implementation of the DIAP. *Action 4.4.1 - Establish a disability inclusion advisory group to provide strategic advice to Council.*
- The purpose of the North Sydney Disability Inclusion Committee is to assist Council in achieving improved access and inclusion of services and infrastructure across North Sydney by drawing on the individual skills and experience of people with a lived experience of disability.
- Terms of Reference have been developed outlining the aims and to inform the scope of the Committee.

RECOMMENDATION:

- 1. THAT** Council endorse the establishment of the North Sydney Disability Inclusion Committee
- 2. THAT** Council adopt the Terms of Reference of the North Sydney Disability Inclusion Committee
- 3. THAT** Council select a Councillor as Chair of the North Sydney Disability Inclusion Committee

Background

Under the Disability Inclusion Act 2014, Councils are required to develop and implement a Disability Inclusion Action Plan (DIAP). Council's second DIAP, *North Sydney Disability Inclusion Action Plan 2022-2026*, was endorsed by Council in October 2022. T Action 4.4.1 of that Plan identified the establishment of a Disability Inclusion Committee.

This report discusses the implementation of that action.

Report

The North Sydney Disability Inclusion Committee (the Committee) would be an advisory body established by Council, tasked with assisting Council's thinking in achieving improved access and inclusion of services and infrastructure across North Sydney.

The Committee will:

- provide expertise and advice on how to enhance accessibility and promote inclusion within Council's infrastructure, facilities, communications, events, services, systems, and processes for people with disability;
- provide advice and guidance on the development and implementation of Council's Disability Inclusion Action Plan (DIAP 2022-2026), as well as other strategies and policies and plans that impact on people with disability;
- provide advice on how to raise awareness and promote attitudinal change within the community to promote equitable and dignified inclusion and accessibility for people with disability; and
- provide guidance to Council on how to embed the social model of disability across the organisation.

It is proposed that the Committee would comprise ten community representatives with a lived experience of disability. It is recommended that a Councillor as endorsed by Council would Chair the Committee.

Council staff will provide secretariat support and a Community Development staff member will attend meetings in a support role.

As an advisory body, the Committee would not have any delegated decision-making powers.

Whilst the scope of the Committee would be relatively broad, acknowledging the finite resources available to Council and the meeting frequency of the Committee, it will be important that it be provided with a very clear and focussed set of specific issues/matters to work through and provide feedback on to maximise the Committee's effectiveness.

Consultation requirements

Community engagement is not required.

Financial/Resource Implications

The cost to facilitate participation for members of the North Sydney Disability Inclusion Committee is estimated not to exceed \$3-4K per annum. Costs will be funded through Council's Minor Access Works budget.

Legislation

The *Disability Inclusion Act 2014* requires that people with disability must be treated equitably and be included in our community.

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TERMS OF REFERENCE



North Sydney Disability Inclusion Committee

1. NAME

1.1 The Community Consultation Group will be known as “North Sydney Disability Inclusion Committee”.

2. STATUS

The establishment of the North Sydney Disability Inclusion Committee was a recommended action in Council’s Disability Inclusion Action Plan (2022-2026) endorsed by Council in October 2022.

3. ESTABLISHED

Established by Council: September 2023

4. AIMS

4.1 The Disability Inclusion Committee will be an advisory body tasked with assisting Council in achieving improved access and inclusion of services and infrastructure in North Sydney. The Committee will;

- 4.1.1 Provide expertise and advice on how to enhance accessibility and promote inclusion within Council’s infrastructure, facilities, events, services, systems and processes for people with disability.
- 4.1.2 Provide advice and guidance on the development and implementation of Council’s Disability Inclusion Action Plan (DIAP 2022-2026) and other strategies and policies that impact on access and inclusion.
- 4.1.3 Provide advice on how to raise awareness and promote attitudinal change within the community to promote inclusion and access for all.
- 4.1.4 Provide guidance on embedding the social model of disability across the organisation.

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5. MEMBERSHIP

- 5.1. The Committee will comprise a maximum of ten community representatives appointed by the General Manager.
- 5.2. The Mayor, or an appointed Councillor, will be invited to participate as a representative of Council. This is additional to the community representatives.
- 5.3. A member of Council's Community Development Team will attend in a support role and will not have voting rights.
- 5.4. Expressions of interest will be invited by the General Manager to appoint community representatives. The following criteria will be considered in the selection process;
 - 5.4.1 A person with disability or carer who is living in or connected to North Sydney
 - 5.4.2 Demonstrated experience delivering outcomes to improve access and promote inclusion within communities and/or across organisations
 - 5.4.3 Willingness to participate and engage locally to promote inclusion through education and advocacy
- 5.5 Reasonable measures will be taken by Council to facilitate the participation of individuals on the Committee including reimbursement of reasonable costs associated with overcoming any barriers to participation. These will be subject to approval.
- 5.6 An eligibility list of suitably qualified Committee members will be maintained and drawn upon to replace any vacant positions.

6. CHAIRPERSON

- 6.1 The designated Councillor as elected by the Council will chair the Disability Inclusion Committee.
- 6.2 In the absence of the Chair, meetings will be chaired by a member of Council's Community Development Team.

7. QUORUM

- 7.1 The quorum for meetings will be six members (excluding Council staff).
- 7.2 If the quorum is not met, the meeting will be postponed to another date set by the Chairperson.

8. POWERS OF COMMITTEE (DETERMINATION/DELEGATIONS)

- 8.1 The Disability Advisory Committee is not a decision-making body. The Committee is an advisory body to Council. Council may adopt or reject the Committee's advice.
- 8.2 The Committee has no delegated powers from Council.

9. TIMETABLE FOR MEETINGS

- 9.1 Meetings will be held four times a year at a time determined by the majority of the Committee at the first meeting.
- 9.2 Meetings will be limited to a maximum of two hours unless the Committee meeting decides otherwise.
- 9.3 At least 10 days written notice will be provided prior to meetings. Such notice will be provided by email.
- 9.4 An agenda will be provided at least five business days prior to the meeting and will be prepared by Council staff in consultation with the Chair of the Committee.
- 9.5 If there are insufficient agenda items (as determined by the General Manager or delegate) a scheduled meeting may be deferred or cancelled. All Committee members will be notified of the cancellation.

10. MEETING PRACTICES AND PROCEDURES

- 10.1 Council staff will make room bookings, send invitations, prepare and distribute the agenda and minutes. Minutes will be made publicly available. Matters of a confidential nature will not be included in the minutes.
- 10.2 Meetings will be conducted at a Council-owned facility or via video conferencing.
- 10.3 All reasonable adjustments will be made to facilitate participation by Committee members in meetings
- 10.4 Apart from the appointed Councillor, other Councillors are welcome to attend the Group meetings as observers.
- 10.5 Standards of conduct applies to a meeting held by audio-visual link in the same way it would if the meeting was held in person.

11. CONDUCT PROTOCOLS FOR PARTICIPANTS

- 11.1 All Committee members are required to observe the provisions of the Council's *Code of Conduct - Volunteers and Community Representatives*.
- 11.2 All Committee members, as well as other participants including observers, are expected to observe the following protocols:
- 11.3 General Responsibilities:
- a) be courteous to other participants, Council staff and Councillors;
 - b) help to create an environment that is free of harassment and discrimination; and
 - c) protect the health, safety and welfare of yourself and others at meetings and related activities.
- 11.4 Should general responsibilities of participants not be observed, the Chair has the authority to ask participants to leave the meeting.

12. TENURE

- 12.1 The maximum tenure of members of the Committee will be for two terms of Council.
- 12.2 Members who wish to resign from the Committee must do so in writing.
- 12.3 If a Committee member is absent for three consecutive meetings without leave, their position will be declared vacant.

13. ACCESS TO COUNCIL CODES, POLICIES AND GUIDELINES

- 13.1 Related Council Codes, Policies and Guidelines, including the [Code of Meeting Practice](#), [Code of Conduct - Councillors and Staff](#), [Code of Conduct - Volunteers and Community Representatives](#) and [Lobbying Policy](#) may be viewed on [Council's website](#) and/or hard copies may be obtained upon request.

14. AMENDMENTS TO TERMS OF REFERENCE

- 14.1 The Terms of Reference shall only be amended by the General Manager.
- 14.2 The Terms of Reference will be reviewed after the first year and thereafter every four year prior to the local government elections.

