

# **Attachment A**

**Revised Terms of Reference – Inclusion  
(Disability) Advisory Panel**

**City of Sydney  
Inclusion (Disability) Advisory Panel  
Terms of reference 2018**

**(A) Preamble**

The City of Sydney is committed to ensuring that Sydney is truly inclusive and welcoming for everyone.

The City of Sydney values and respects our diverse communities who live, work in and visit Sydney. We value the city's First Nations people, and the Gadigal of the Eora Nation as the traditional custodians of this place we now call Sydney. We value Sydney's multicultural society and the varied languages, traditions, religious and spiritual practices of the people that call our city home. We value the range of identities, perspectives, experiences and lifestyles of our community, including people young and old, people with disability, people with diverse gender identities, LGBTIQ communities, people with diverse political perspectives and those who have experienced advantage or disadvantage.

We value the contributions made by all people and believe that this diversity strengthens our city. The City respects human rights. We respect people's right to self-determination and we strive for inclusion.

We demonstrate our commitment to diversity and inclusion by respecting the dignity and worth of all people; equitably treating communities and employees; and fairly providing services, facilities and public spaces. We want to promote a society where self-determination and inclusive participation is valued and to demonstrate these principles in all that we do.

Our work with communities strives to eliminate discrimination and mitigate disadvantage; to actively remove barriers to inclusive participation faced by different people; and to promote relationships that are based on understanding and respect.

We want our city to be one where everyone has an equal chance in life and the opportunity to realise their potential. Cities that are more equal are cities that thrive.

**(B) Objective**

The objective of the Inclusion (Disability) Advisory Panel, is to provide strategic, expert and impartial advice to the City on the development, implementation, monitoring and review of the City's policies, strategies and plans to advance the inclusion of people with a disability.

### **(C) Strategy**

The Inclusion (Disability) Advisory Panel uses the following strategies to achieve its objective:

- Provide input to policy development and review, planning and advice to Council across all areas relevant to people with disability;
- Provide input to enhance inclusion and accessibility of City's infrastructure, facilities, events, services, programs, systems and information for people with disability;
- Advise the City on submissions the City may make relating to State and Federal Government policy and legislation; and
- Provide advice to Council on how to identify issues that are relevant to people with disability.

### **(D) Limitation of authority**

The Inclusion (Disability) Advisory Panel is an advisory body to the City of Sydney Local Government Authority. The Local Government Act 1989 stipulates that the role of a Council is to represent the diverse needs of the local community, address the health and wellbeing needs of community members and foster community cohesion by encouraging active participation of civic life.

However, the Inclusion (Disability) Advisory Panel is not an executive body. It does not have the authority to:

- Expend money on behalf of Council;
- Commit the Council to any arrangement;
- Consider any matter outside its specific reference;
- Direct Council officers in the performance of their duties; or
- Represent the Council in any communication with the public or media.

## **(E) Principles**

The following principles of good governance<sup>1</sup> will guide the functions of the Inclusion (Disability) Advisory Panel:

- Participatory;
- Consensus oriented;
- Respect;
- Accountable;
- Transparent;
- Responsive;
- Effective and efficient;
- Equitable and inclusive; and
- Law abiding.

## **(F) Membership**

1. The Inclusion (Disability) Advisory Panel consists of a maximum of 12 members appointed by the Chief Executive Officer of the City of Sydney and ratified by Council.
2. Members are appointed in an individual capacity and not as a representative or an organisation, advocacy body or stakeholder group. At least 50% of the Inclusion (Disability) Advisory Panel membership will be constituted by members who have a direct experience of disability whether personally or through a caring and support role.
3. The City will endeavour to achieve as broad a representation as possible amongst panel members, with the aim of ensuring, as far as is possible, that a diverse range of disability issues is represented.
4. Lord Mayor or his/her nominee will attend the meeting as a representative of Council and a senior member of staff will attend as a representative of the City.

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<sup>1</sup> Good Governance Advisory Board (2004) *Good Governance Guide*

## **(G) Recruitment**

- The establishment of the Inclusion (Disability) Advisory Panel will be promoted to the City of Sydney disability community, stakeholders, advocates and community organisations with a call for nominations advertised via:
  - a. One mainstream newspaper such as Sydney Morning Herald and Daily Telegraph;
  - b. The City of Sydney website;
  - c. Local, disability specific media such as Radio for the Print Handicapped (2RPH); and
  - d. Disability networks such as Deaf Society NSW, Mental Health Carers NSW, Guide Dogs, People with Disability Australia, Carers NSW, Vision Australia, BEING (Mental Health & Wellbeing Consumer Advisory Group), Australian Federation of Disability Organisations (AFDO), NSW Disability Network Forum, Disability Advocacy Network Australia (DANA), and Information on Disability & Education Awareness Services (IDEAS) etc.
- People with disability from diverse backgrounds are encouraged to apply. This includes; young people, older people, people from socio-economically disadvantaged backgrounds, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people and gay, lesbian, transgender and bi-sexual people.
- The applicants are requested to express their interest in being on the Panel by addressing the Inclusion (Disability) Advisory Panel selection criteria.

## **(H) Selection criteria**

An internal assessment of applicants will be undertaken by a panel of City staff against the following selection criteria. The City of Sydney's Chief Executive Officer will make a decision based on this assessment and recommend the nomination for Council to ratify. The applicant must have skills or experience in strategic planning and/or disability policy development and implementation and:

- Live, work or study in the City of Sydney local government area and having experience of living with or caring for a person with disability and/or

- Demonstrate knowledge or experience in providing independent and strategic advice on disability access and inclusion issues covering one or more of the following areas:
  - The built environment and urban planning including public domain, public amenities and services
  - Economic participation
  - Housing and transport
  - Arts, culture, sport and recreation
  - Civic participation in employment, service delivery and decision making
  - Media and communications including, social media
  - Legislation underpinning access and inclusion
- Demonstrate skills and experience in one or more of the following areas:
  - Strategic Planning
  - Policy development
  - Submissions writing
  - Community consultation and information provision
  - Sustainability
  - Networking
  - Research
- Be prepared to attend an interview for the selection process and, if successful, an induction session before the inaugural meeting.

#### **(I) Chair**

- The Inclusion (Disability) Advisory Panel will be chaired by a member elected annually by Inclusion (Disability) Advisory Panel members at the first meeting.
- If the position of the chairperson becomes vacant for any reason, the Inclusion (Disability) Advisory Panel members will elect another existing member to be the chairperson.

#### **(J) Term**

- Members may be appointed for a term up to ~~two~~ **three** years and be eligible for re-appointment for a further ~~two~~ **three** years, **provided that the combined terms served does not exceed a maximum of six years.** ~~To maintain a balance of experienced members and new members, the term may be extended by a further year to a maximum of five years.~~

- A person ceases to be a Panel member if they:
  - resign;
  - are absent from two consecutive meetings without notification; or
  - fail to follow these Terms of Reference

Any member may resign by giving written notification to the City. The Chief Executive Officer may appoint a new member on consultation with the Panel.

- Members are able to renominate after a two year absence from the Panel.

### **(K) Meeting administration and protocol**

- The City will provide administrative support including:
  - Scheduling meetings of the Inclusion (Disability) Advisory Panel with at least two weeks' written notice to all members;
  - Compiling and circulating agenda and relevant documents to all members;
  - Taking and distributing minutes which include attendance, declaration of interest and meeting resolutions; and
  - Coordinating other meeting arrangements including accessibility of meeting procedure and materials.
- The Inclusion (Disability) Advisory Panel will meet approximately five times a year on dates and at places to be set out in advance for each year.
- The quorum of a meeting of the Inclusion (Disability) Advisory Panel will be a simple majority. No business of the Inclusion (Disability) Advisory Panel will be considered unless a quorum is present. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting will be dissolved.
- If the chairperson is not present within ten minutes after the time appointed for the meeting, the members may choose one of their numbers to be the chairperson for the purpose of the meeting.
- Questions arising at any meeting of the Inclusion (Disability) Advisory Panel will be decided by a simple majority of the votes of the members. City staff have no voting right.
- Members and Chairperson can suggest additional agenda items provided that those items do not contravene with the objectives stated in these Terms of Reference and if time allows.
- Members must act lawfully, professionally, with honour and integrity. Information accessed, discussed, received, used in the Inclusion (Disability) Advisory Panel meetings is confidential unless the Inclusion (Disability) Advisory Panel resolves otherwise. The City of Sydney, by resolution of Council, may terminate an Inclusion (Disability) Advisory Panel member's term for breaching the confidentiality rules.

- A member who has a pecuniary interest in matter being considered at a meeting must disclose the existence and nature of the interest. A member having disclosed a pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.
- A member who has a non-pecuniary interest in a matter being considered at a meeting of the Inclusion (Disability) Advisory Panel must disclose the existence and nature of the interest if the member could be influenced, or perceived to be influenced by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.
- Key City staff will attend meetings as observers or specialist advisors.
- The Inclusion (Disability) Advisory Panel has the capacity to establish time-limited working parties to address specific issues and projects. The Panel may co-opt relevant Council and community members to these working groups to provide additional expertise where required.
- Panel members will be paid a fee of \$300 for each meeting they attend. An attendance register will be kept for all meetings for reimbursement purposes.
- Panel members will be reimbursed out-of-pocket expenses incurred by attending the Inclusion (Disability) Advisory Panel meetings such as payment for a carer and transport expenses.
- Where applicable, panel meetings will be provided with Auslan (sign language) interpreter/s, printed material in alternative formats or audio captioning services.

#### **(L) Reporting, monitoring and evaluation**

- The City will report to Council on each Inclusion (Disability) Advisory Panel meeting via CEO Update.
- Actions implemented as a result of the Inclusion (Disability) Advisory Panel advice will be monitored via quarterly reports to the City's CEO and Executive.
- A formal evaluation with the Inclusion (Disability) Advisory Panel will take place in the last meeting of the year and reported to the CEO and Executive.
- The Inclusion (Disability) Advisory Panel's key activities will be reported in the City's annual report.

#### **(M) Review**

Recommendations for amendments to the Terms of Reference can be made at any time. However, amendments to the Terms of Reference must be endorsed by the Inclusion (Disability) Advisory Panel and then approved by Council.