

Inclusion (Disability) Advisory Panel

Shaping the city for everyone

Terms of Reference 2016

Plain language version

city of villages

Table of contents

Our commitment to equality	3
Our objective – what we want to achieve	4
Our strategy to achieve our objective	5
Authority of the panel	5
Principles	6
Membership	7
Recruitment	7
Selection process	8
Chair	10
Term	10
How meetings will run	11
Reporting, monitoring and evaluation	14
Changing the Terms of Reference	14
Contact us	15

This is a plain language version of the Terms of Reference.

The full version is available on our website at:
www.cityofsydney.nsw.gov.au

Our commitment to equality

Diverse communities live, work in and visit Sydney. The Council of the City of Sydney values and respects its multicultural society, the diverse traditions, religious and spiritual practices, languages, abilities, sexual orientations and lifestyles of the people who make up Sydney.

The City of Sydney appreciates the contributions made by all people and believes that this diversity strengthens Sydney.

We recognise the dignity and worth of all people. In practice, we:

- treat people equally, including our staff and members of the community
- are fair in the way we provide services, facilities and public spaces
- consult with the community.

We want to make sure that everyone can:

- take part in decision making
- contribute to life in the City
- have an active part in community and social life.

We want all members of the community to develop to their full potential and have the opportunity to make economic, cultural and civic contributions to the City.

We offer services that are broad-based – serving the whole City – and also services that are targeted to particular groups.

The City is working with communities to eliminate discrimination and disadvantage. We promote relationships that are based on understanding and respect.

We believe that equality benefits everyone.

We are creating an environment that is equal for all people, regardless of their race, ancestry, place of origin, ethnic origin, disability, citizenship, creed, sex, sexual orientation, gender identity, same sex partnership, age, marital status, family status, immigrant status, receipt of public assistance, political views, religion, level of literacy, language or status in the community.

The *Sustainable Sydney 2030 – Community Strategic Plan* describes our vision to make Sydney a “green, global and connected City” by 2030. *Sustainable Sydney 2030* describes a City where people feel at home, connected to the local community and the wider world.

As part of this plan, the City has made a commitment to be diverse and inclusive.

One way that we are working towards diversity and inclusion in a practical way is the creation of the Inclusion (Disability) Advisory Panel (IDAP).

We want people with a disability to have equal and dignified access to community facilities, programs and services across the City.

We encourage people with a disability to take part in all aspects of City life.

Our objective – what we want to achieve

The objective of the Inclusion (Disability) Advisory Panel is to provide advice to the City of Sydney about including people with a disability.

The advice will be strategic, impartial and based on experience.

Members of IDAP will monitor and review our policies, strategies and plans to make sure that people with a disability can be included in all areas of life in the City.

Our strategy to achieve our objective

In order to achieve its objective, IDAP will:

- Provide input to Council on all areas relevant to people with a disability. This will include policy development, review and planning.
- Contribute ideas to improve inclusion and accessibility across the City. This will include:
 - facilities
 - events
 - services
 - programs
 - systems
 - information.
- Advise the City on submissions made to the State and Federal government.
- Help Council identify issues that are relevant to people with a disability.

Authority of the panel

IDAP is an advisory body to the City of Sydney Local Government Authority.

Under the *Local Government Act 1989*, the role of a Council is to:

- represent the diverse needs of the local community
- address the health and wellbeing needs of community members
- foster community cohesion by encouraging active participation of civic life.

IDAP supports this role.

However, IDAP is not an executive body. It does not have the authority to:

- spend money on behalf of Council
- commit the Council to any arrangement or contract
- consider any matter other than those it has been asked to consider
- direct Council staff in their work
- represent the Council in any communication with the public or the media.

Principles

The functions of the panel will be guided by the principles of good governance¹. These are as follows:

- **Participatory** – all members can take part.
- **Consensus oriented** – members work toward agreement.
- **Respect** – members treat each other fairly and with respect.
- **Accountable** – members are responsible for their actions, opinions and contributions.
- **Transparent** – members are honest, open and can show evidence of the way they work, including keeping notes and records.
- **Responsive** – members respond to requests and changes positively.
- **Effective and efficient** – members work well, producing results in a timely manner.
- **Equitable and inclusive** – everyone is treated equally and feels included.
- **Law abiding** – members obey the law.

¹ Good Governance Advisory Board (2004) *Good Governance Guide*

Membership

There is a maximum of twelve members of IDAP.

Each member is appointed for a period of two years. Their membership can be extended for another two years after that.

The Chief Executive Officer of the City of Sydney makes the appointments. These appointments are approved by Council.

Members are appointed as individuals. They are not representatives of any organisation, advocacy body or stakeholder group.

At least 50% of the panel will be made up of people who have a direct experience of disability, either personally or through a caring and support role.

The City will try to make sure that the members of the panel can represent a range of different disabilities and issues.

The Lord Mayor will attend the meetings to represent the Council. The Lord Mayor may send someone in his or her place.

A senior member of staff will attend the meetings to represent the City.

Recruitment

The Inclusion (Disability) Advisory Panel will be widely promoted in order to recruit members.

The City of Sydney will promote the panel to the disability community, stakeholders, advocates and community organisations.

We will also call for nominations via:

- Mainstream newspapers such as *The Sydney Morning Herald* and *The Daily Telegraph*.
- The City of Sydney website.

- Local media for people with a disability, such as the Radio for the Print Handicapped.
- Disability networks, such as:
 - Australian Federation of Disability Organisations (AFDO)
 - Enable NSW
 - NSW Disability Network Forum
 - Disability Advocacy Network Australia (DANA)
 - Information on Disability & Education Awareness Services (IDEAS).

People with a disability from diverse backgrounds are encouraged to apply. This includes people:

- of all ages
- from all cultures
- who speak languages other than English
- who are gay, lesbian, transgender or bisexual
- are from Aboriginal or Torres Strait Islander communities
- are from all socio-economic backgrounds.

The applicants are requested to express their interest in being on the Panel by addressing the selection criteria.

Selection process

Applicants for IDAP will be assessed against the criteria, listed below. A group of council officers will carry out the assessments.

Based on these assessments, the City of Sydney's Chief Executive Officer will make decisions about who to nominate to the nine positions on the panel.

The Council will approve the nominations.

Selection criteria

The successful applicants must have skills or experience in strategic planning and/or disability policy development and implementation.

They may either:

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

OR

- Demonstrate knowledge or experience in providing advice on disability access and inclusion issues in some of these areas:
 - buildings and public areas
 - jobs
 - housing
 - transport
 - arts, culture and recreation
 - council/government
 - media and communications
 - legislation relating to access and inclusion.

All applicants must demonstrate skills and experience in one or more of the following areas:

- strategic planning – making plans for the future
- policy development – developing plans for services and programs

- writing submissions – writing documents that the government or council will read
- sustainability – making sure that plans and programs will work well in the future
- community consultation – asking people in the community what they think
- providing information to people in the disability sector.

All applicants must also be prepared to attend an interview as part of the selection process.

New members will be required to attend an induction session before the first meeting.

Chair

The Chair of the meetings will be elected once per year by the members of the panel. This will take place at the first meeting of the year.

If the position of the chairperson becomes vacant for any reason, IDAP members will elect another existing member to be the chairperson.

Term

The term of membership is two years. The term can be extended for another two years.

Individuals may serve for up 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
- fail to follow these Terms of Reference.

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

How meetings will run

Administrative support

The City will provide administrative support including:

- Scheduling meetings of IDAP 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.
- Coordinating other meeting arrangements including accessibility of meeting procedure and materials.
- Helping to write reports and conduct evaluations.

Number of meetings

IDAP will meet approximately five times a year. The meeting dates, times and places will be set out in advance for each year.

A quorum is required

A quorum is the number of members of a group required to be present for the business of that group to be agreed upon and passed.

The quorum of a meeting of IDAP will be a simple majority.

No business of IDAP 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 cancelled.

Chairperson's attendance

If the chairperson is not present within ten minutes after the time appointed for the meeting, the members may choose one of the other people to be the chairperson for the purpose of the meeting.

Questions and additional items

Answers to questions arising at any meeting of IDAP will be decided by a simple majority of the votes of the members present. City officers have no voting rights.

The members and chairperson can suggest additional agenda items. However, any additional items must support the objectives of the panel. Additional agenda items will only be considered if time allows.

Confidentiality

Members must act lawfully, professionally, and with honour and integrity. Information accessed, discussed, received and/or used in or for IDAP meetings is confidential unless IDAP decides otherwise.

Members of the panel must not share information with others outside the meetings.

The City of Sydney, by resolution of Council, may terminate a member's appointment for breaching confidentiality.

Conflict of interest

Members must tell the panel if they have a conflict of interest in any matter being considered or discussed.

Any member who has a conflict of interest must not be present at a meeting when the matter is being considered, discussed or voted on.

Financial interest

Members must tell the panel if they have a financial interest in any matter being considered or discussed.

Any member who has a financial interest must not be present at a meeting when the matter is being considered, discussed or voted on.

City officers and other participants

City officers will attend meetings as observers or specialist advisors.

The panel can establish working groups to address specific issues and projects. These working groups will have time limits within which to achieve their goals.

The panel also may ask relevant Council and community members to join these working groups to provide additional expertise where required.

Payments

Panel members will be paid \$200 for each meeting they attend.

An attendance register will be kept for all meetings for reimbursement purposes.

The City of Sydney will also pay for any expenses members have for attending the meetings. This might include:

- a carer
- travel expenses.

Accessibility

Where applicable, panel meetings will be provided with sign language interpreters, printed materials in alternate formats or audio captioning services.

Reporting, monitoring and evaluation

The outcomes of IDAP meetings will be reported to the Chief Executive Officer (CEO). He or she will then update the Council.

Throughout the year, changes will be made and work will be done in the City of Sydney as a result of IDAP advice. These changes and achievements will be monitored via quarterly reports to the CEO and Executive.

At the last IDAP meeting of the year, a formal evaluation will take place. This will be reported to the CEO and Executive.

IDAP's key activities will be reported in the City's annual report.

Changing the Terms of Reference

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 IDAP and then approved by Council.

Contact us

For more information about IDAP or how to apply, please contact Christine McBride.



Anna Rigg

Social Policy Officer

City of Sydney



02 9265 9333



arigg@cityofsydney.nsw.gov.au



www.cityofsydney.nsw.gov.au