
TERMS OF REFERENCE



Access and Inclusion Committee

1. NAME

1.1 The Community Consultation Group will be known as the “Access and Inclusion Committee”.

2. STATUS

The establishment of the Access and 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: August 2023

4. AIMS

The Access and 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.

5. MEMBERSHIP

- 5.1. The Committee will comprise a maximum of ten community representatives appointed by the Chief Executive Officer.
- 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 Chief Executive Officer 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 Access and 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 Access and Inclusion 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 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 Chief Executive Officer 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, and 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 apply 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 Chief Executive Officer.
- 14.2 The Terms of Reference will be reviewed after the first year and thereafter every four year prior to the local government elections.