

Performance of the Access Inclusion Advisory Committee

(Review carried out in 2021 on Advisory Committee's performance July 2019 to June 2021)

1. Did the Access Inclusion Advisory Committee report to the Council as required?
 - On 11 December 2018, Council resolved to rename the Disability Inclusion Advisory Committee to the Access Inclusion Advisory Committee.
 - The Committee's annual performance review will be reported to the Ordinary Council Meeting to be held on 24 August 2021.

2. Detail the number of meetings required to be held per calendar year as provided for in the Guidelines for meeting practice – Advisory Committees.

The Terms of Reference require the committee to meet a minimum of 4 times per year and this has been achieved.

3. Detail the number of meetings held, that were quorate.

Nine of the fifteen meetings were quorate but informal meetings have been held on six occasions due to a lack of a Councillor attending.

4. The Guidelines for meeting practice – Advisory Committees requires Members of the Committee to conduct themselves in accordance with the Code of Conduct. Does the agenda include a standing item for Members to declare a conflict of interest?

Yes

5. Do business papers of meetings:

- a) Include relevant background information necessary to enable Members to make informed decisions

Yes

- b) Are distributed to Members in accordance with the required timeframe.

Yes

6. Do minutes of meetings:

- a) Contain a summary of the decisions.

No not summary, but included in minutes. To be improved by providing summary.

- b) Are adopted by the Committee at a subsequent meeting?

Yes

- c) Are distributed to Members in the required timeframe.

Yes

7. Attach annual attendance details.

See **Attachment 1**.

8. Have all Community Representatives attended induction?

Yes

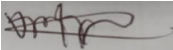
9. Summary of key business items.

See **Attachment 2**.

Approval

Committee Facilitator

Name: Steve Warham

Signature: 

Date: 9/06/21

Legal Service Unit

Name: Jessica Groth

Signature: 

Date: 19/07/21

Attachment 1 - Attendance Register

Members	28/2/18	2/5/18	27/6/18	22/8/18	24/10/18	19/1/18	20/2/19	17/4/19	19/6/19	21/8/19	27/11/19	29/07/20	18/11/20	17/3/21	16/6/21
Cr Matthew Byrne, Co-Chair (Councillor representative)	X	X	✓	X	✓	X	✓	X	✓	✓	X	X	X	X	X
Cr Carol Duncan (Councillor representative)	✓	✓	X	X	✓	X	✓	X	X	✓	X	✓	X	X	X
Cr Peta Winney-Baartz	X	X	X	X	✓	X									
Cr Andrea Rufo (Councillor representative) Replaced Cr Baartz							X	X	X	X	X	X	X	X	✓
Kirsty Russell (Community representative)	✓	✓	✓	✓	✓	✓	X	X	X	✓	✓	✓	✓	✓	✓
Margaret Wood (Community representative)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Eliot Shaw, Co-Chair (Community representative)	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓
Chris Leishman (Community representative)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	X
Nathan Burford (Organisational representative-Guide Dogs NSW/ACT)	✓	✓	X	✓	✓	✓	X	✓	✓	✓	X	✓	✓	✓	✓
Norm MacPherson (Community representative)	✓	✓	✓	✓	X	✓	X	✓	✓	✓	X	X			
Tracy Walker (Organisational representative-Maroba Communities)	✓	✓	✓	X	✓	✓	✓	X	✓	X	✓	✓	✓	✓	✓
Cath Mahony (Organisational representative-Community Disability Alliance Hunter)	✓	X	✓	X	✓	✓									
Joseph Popov (replaced Cath Mahony)							✓	✓	✓	✓	✓	✓	✓	X	✓

Note: Shaded indicates was not a member of the committee at that time

ATTACHMENT 2 - SUMMARY OF KEY BUSINESS ITEMS

DATE OF MEETING	ITEMS
28 February 2018	<ul style="list-style-type: none"> • Administration Tasks • Overview of DIAP • Role of Committee • Development of Workplan
2 May 2018	<ul style="list-style-type: none"> • Volunteer Program • MLAK Discussion • Waste Bin Discussion • Members Priorities and Workplan suggestions • Presentation on Outdoor Trading Policy
27 June 2018	<ul style="list-style-type: none"> • Street and building access • Outdoor Trading Policy • Disability Awareness Training • Committee Work Plan
22 August 2018	<ul style="list-style-type: none"> • Theme 1 Attitudes and Behaviours • Outdoor Trading Policy Suggestions • Staff Disability Awareness Training
24 October 2018	<ul style="list-style-type: none"> • Theme 2 Liveable Communities • Infrastructure Staff Consultation • IDPWD Planning
19 December 2018	<ul style="list-style-type: none"> • Theme 3 Employment • Feedback on IDPWD • New structure of Advisory Committees • Audit of car parking spaces for accessibility
20 February 2019	<ul style="list-style-type: none"> • Theme 4 Systems and Processes • New Years Eve Inclusion Strategies • Upgrade Waratah Train Station • Accessible Parking Nobbys • Stevenson Park Consultation
17 April 2019	<ul style="list-style-type: none"> • East End Development Briefing • Count Us In Planning • DIAP Planning
19 June 2019	<ul style="list-style-type: none"> • DIAP Consultation Planning • MLAK Discussion • Toilet Asset Audit Feedback • International Day of PWD • Royal Commission
21 August 2019	<ul style="list-style-type: none"> • East End Development Discussion • Count Us In Discussion • DIAP implementation
16 October 2019	<ul style="list-style-type: none"> • Cancelled-Conflicted with Count Us In Event
27 November 2019	<ul style="list-style-type: none"> • Committee Role/Function Discussion and Advisory Committees of CN • Count Us In Review • SAX Institute Report-Review NSW DIP
29 July 2020	<ul style="list-style-type: none"> • Inclusive Playground Foreshore Park Consultation • CN Affordable Housing Strategy Discussion • Emergency egress re;high rise buildings • Ocean Baths Redevelopment • National Disability Discussion

18 November 2020	<ul style="list-style-type: none"> • Count Us In Program Development • Planning session on DIAP Theme development • Civic Services Engagement Session • National Disability Strategy Submission
17 March 2021	<ul style="list-style-type: none"> • Count Us In Program • Expression of Interest Outcomes • Update on DIAP development • Recording of promotional materials
16 June 2021	<ul style="list-style-type: none"> • Newcastle 2040 Presentation • People and Culture Diversity and Inclusion Program • Local Social Strategy Engagement • DIAP Development Update