

# Terms of Reference

## Equal Access Advisory Committee Version 1.2

Adopted by Council at its meeting on Thursday 5 May 2022

Division: Sustainable Communities and Environment  
Section: Community Services  
File Reference: Terms of Reference

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## Equal Access Advisory Committee

### 1 Objective

The purpose of the Committee is to provide advice and recommendations to elected Council on community and organisational perspectives relating to access and inclusion across a range of Council projects.

### 2 Strategic Links

<b>Community Strategic Plan</b>		
<i>Service Stream</i>	<i>Sub-stream</i>	<i>Goal</i>
People, places and moving around: Who we are and how we live	3.1. People	Provide social, cultural and economic opportunities, enabling healthy, safer and more inclusive communities.
People, places and moving around: Who we are and how we live	3.2 Places	Provide places for people to live, work, visit, play and enjoy the Tweed.
People, places and moving around: Who we are and how we live	3.3. Moving around	Provide an integrated, connected, safe and accessible transport network that facilitates efficient, coordinated and reliable movements of people, vehicles and air-traffic.
Making decisions with you: We're in this together	2.2. Engagement	Provide public participation opportunities that inform decision-making processes on current and future Council infrastructure and service requirements of the community.
Leaving a legacy: Looking out for future generations	1.4. Managing community growth	Plan for sustainable development which balances economic, environmental and social considerations. Promote good design in the built environment.

### 3 Role and Responsibilities

The Committee's role is to:

- a. Provide a forum to address public access issues raised by the community;
- b. Provide advice and recommendations for consideration to Council on relevant access issues;



- c. Provide advice to Council to assist in raising public awareness of access and inclusion issues; and
- d. Keep Council informed on access and inclusion issues.

### Exclusions:

- a. Issues such as road infrastructure, traffic management, parking compliance, maintenance of footpaths, lighting, tree lopping or other access issues for which Tweed Shire Council may be responsible should be raised with Council Customer Service staff in the first instance; and
- b. Individual/personal complaints against private organisations which are not the responsibility of Council should be referred to the appropriate peak advocacy body.

### Member responsibilities include:

- a. Observe the Terms of Reference, including attending as many scheduled meetings as possible;
- b. Have a good knowledge, understanding or experience of disability;
- c. Actively engage in community education activities that promote understanding and support for access and inclusion of people living with disabilities;
- d. Demonstrate genuine interest in the initiatives and outcomes being pursued through the implementation of the Tweed Access and Inclusion Plan; and

## 4 Composition and Tenure

The Committee will consist of up to 10 members, representing a diversity of age, gender, ethnicity and ability, and reflecting an interest, expertise and/or experience in a range of disability access and inclusion issues. Changes to the Committee composition and tenure will be by approval of Tweed Shire Council.

### The Committee membership (voting) consists of:

- a. 8 independent members, comprising people with lived experience of disability, carers and/or representatives of peak disability, aged care and other related professional organisations in the Tweed community; and
- b. 2 Councillors.

Council may appoint an alternate independent member to act as an independent member, if an independent member is unavailable.

Council may appoint an alternate Councillor member who shall act as a Councillor member if a Councillor member is unavailable.

The Chair of the Committee will be an independent member elected by a majority vote of the members of the Committee.

### 4.1 Selection and Appointment of Community Members

All independent members (including alternates) will be appointed by Council for a term that aligns with the Council term, after which they will be eligible for extension or re-appointment following a review of their performance.

The independent members selected shall be representatives of the local community selected on the basis of skills, knowledge and experience of disability. A formal expression of interest and evaluation process will be conducted to identify the preferred nominees. Independent members will be appointed by Council.

The selection criteria will be based on skills, knowledge and experience of one or more of the following:

- a. a lived, carer or working experience in disability;
- b. advocacy of access for social inclusion; and
- c. any laws or policies in NSW, Australia or internationally that protect the rights of people with disabilities.

### 4.2 Selection and Appointment of Independent Members

All independent members (including alternates) will be appointed by Council for a term that aligns with the Council term, after which they will be eligible for extension or re-appointment following a review of their performance.

A formal expression of interest and evaluation process will be conducted to identify the preferred nominees. Independent members will be appointed by Council.

### 4.3 Attendees and Invitees

One Council officer from each of the following units may attend Committee meetings for technical advice and support.

- a. Community Services;
- b. Building and Environmental Health; and
- c. Roads and Stormwater and/or Infrastructure Delivery.

The Chair of the Committee may invite additional Councillors and/or council officers to attend the meeting or for specific agenda items.

If required, the Committee may invite members of the public with special expertise to attend a meeting following prior consultation with Council.

The role of attendees and invitees is to provide advice, information and administration assistance to the Committee. Attendees and invitees do not have voting rights.

## 5 Reporting

Committee meeting minutes will be reported to Council.

## 6 Administration

### 6.1 Meetings

The Committee will meet at least quarterly. The need for any additional meetings will be decided by the Chair of the Committee, though other committee members may make requests to the Chair for additional meetings.

Minutes will be taken at these meetings, detailing matters discussed and action agreed.

It is the responsibility of the Chair of the Committee to set the committee meeting agenda. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than 7 days prior to the meeting.

All meeting venues will be accessible. All meetings will be conducted using accessible modes of communication as per the needs of members. All meeting information and documentation, including agenda, supporting papers and minutes will be provided in accessible formats, as per the needs of members.

### 6.2 Attendance at Meeting and Quorums

A quorum will consist of the majority of Committee members, including at least one independent member and one Councillor member. Meetings can be held in person, by telephone and/or by video conference.

Where an item may require consultation with the Committee outside the normal meeting cycle then consultation with committee members may occur via email.

Should an independent or Councillor member be unavailable to attend a meeting, that member is to contact the respective alternate independent or Councillor member to request their attendance, and advise the secretariat accordingly.

Membership will be reviewed if absence is recorded at three consecutive meetings.

### 6.3 Secretariat

The council representative will provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting information are circulated to members. Secretarial support is provided by Council's Community Development Officer, Aged and Disability.

A minutes officer will be available to record meeting minutes, if required. Minutes shall be circulated to each member of the Committee as soon as practical after the meeting, and be available to Councillors on request.

### **6.4 Conflict of Interest and Code of Conduct**

Committee members (including alternates if they are in attendance), invitees and attendees must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members, invitees or attendees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.

The final arbiter of such a decision is the Chair of the Committee.

Council's Code of Conduct applies to Committee members.

### **6.5 Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

### **6.6 Committee Performance**

The Chair of the Committee will initiate a review of the performance of the Committee at least twice during the appointment of the Committee; at the midpoint and conclusion of the appointment.

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.