



Access Committee TERMS OF REFERENCE

1. Purpose

The Access Committee is an advisory body to Cumberland Council and acts as a sub-committee of the Cumberland Access and Inclusion Panel, which provides community representation, advice and input to Council on:

- The views, needs and interests of people with disability, their families and carers in the Cumberland area.
- The implementation and evaluation of Council's Disability Inclusion Action Plan 2017-2021, including Council's policies, strategies, services, programs, community events and engagement practices.

The specific purpose of the Access Committee is:

- To assist Council to consult and respond to access issues that impact on communities across the Cumberland Local Government Area. To participate in regular community access audits to identify access issues and to discuss potential solutions to address access issues.
- To provide expert advice on Council community infrastructure projects.

2. Membership

Membership of the Access Committee will consist of:

- Up to ten (10) community members or representatives. Ideally, the community members will be representative from across the Cumberland Local Government Area.
- Up to two (4) Councillors.

Councillor members are to be elected by Council (Ordinary Meeting of Council) at the start of each Council term. Membership can be altered at any time by Council resolution.

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All nominations for appointment to the Committee are to be formally submitted in writing to Council. Nominees must complete an Expression of Interest and declare formally, in writing to Council any potential conflicts of interest (such as being a member of other committees or other community affiliations) directly relating to the purpose of the Committee.

All nominations will be assessed by an internal panel of Council staff and recommendations made to Council.

Committee membership will be formalised by resolution of Council.

Community membership of the Committee shall be for a period of two years.

Council staff will provide administrative support to the Access Committee and be in attendance at meetings as resource people. Representatives from Council's planning, engineering, capital works, community facilities, parks and recreation or other relevant service areas will be required to attend meetings to provide technical expertise and advice.

3. Selection Criteria

To be eligible as a community representative, members must live, work, study or have connections to the Cumberland Local Government Area (LGA) and meet at least one of the following criteria:

- Be a person with disability or mobility restriction or represent a group of persons who have a disability or mobility restriction.
- Have demonstrated knowledge or experience in access issues and improving the physical environment in the Cumberland Local Government Area.

4. Meeting Attendance

Committee Members are expected to attend all committee meetings where possible. If a member is unable to attend, an apology is to be provided to the meeting convenor prior to the meeting. A member who fails to attend two (2) consecutive meetings without submitting a satisfactory explanation will forfeit his/her place on the Committee.

Where a Councillor cannot attend a meeting of the Committee, another person delegated by the Councillor may act as a Member of the Committee for that meeting. All other Councillors are able to attend Committee meetings.

5. Times and Places for Meetings

The Committee will meet quarterly. An extraordinary meeting may be called where circumstances warrant. Meetings may include face to face meetings or via online platform(s).

Meetings may also be held in conjunction with community access audits, which will take place at rotating accessible venues across the Cumberland Local Government Area.

6. Chairperson

The Chairperson will be nominated by the Committee. In his/her absence the Committee may elect another Chairperson.

7. Conflict of Interest & Pecuniary Interest

Committee members must tell the Committee convenor of any conflicts of interest or pecuniary interest at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue.

8. Administration of the Committee

The Committee will be convened by a Council officer from Council's Community Development Directorate. Other Council staff will attend meetings and provide advice to the Committee as required.

Council staff will provide the following administrative support to the Access Committee, as required:

- All correspondence to members of the Committee.
- Notification of times of meetings, meeting agenda and meeting venue.
- Preparation and distribution of minutes.
- Background reports and other information as required.
- Reports to Council.

9. Meeting Notifications, Agenda and Minutes

Council will notify members of the time and place of each meeting at least one week in advance, together with a copy of the agenda and any reports. Minutes will be sent out after each meeting.

A report on the Committee will be submitted every six (6) months to the next Cumberland Access and Inclusion Panel and Ordinary Committee of Council.

10. Expenses of Committee Members

Cumberland Council will not generally authorise payment or provide remuneration to Committee members. Where special circumstances do exist, Council may reimburse expenses and/or provide facilities to Committee members.

11. Insurance

Committee members are covered by Council's public liability and professional indemnity insurance.

12. Media Contact

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Media and Communications Team.

13. Induction

Advisory Committees operate under Council's corporate governance framework, including Code of Conduct. New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

14. Standard Operating Procedures

All other procedures are to be in accordance with Council's Manual for Standard Operating Procedures and Code of Meeting Practice.