



## **LITHGOW CITY COUNCIL ACCESS COMMITTEE Terms of Reference**

### **Committee name**

Access Committee (Committee)

### **Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

### **Resolutions**

Resolution to establish the Committee: [Min: # of the Ordinary Meeting of Council held 5 March 2012].

### **Delegations**

The Committee has no delegations from the Council

### **Financial arrangements**

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

### **Term of the Committee**

The Committee shall operate for a period of two years, and will be reviewed by Council prior to the end date.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

### **Committee's responsibilities**

The principal responsibilities of the Committee are to:

1. Identify the access needs of people that are frail aged and/or living with a disability within the Lithgow Local Government Area.
2. Work with the community to identify strategies to improve access to and within public buildings, parks and other public facilities.

3. Develop an Access Plan in line with Council's Management and Strategic Plans and the Commonwealth Disability Discrimination Act (1992).
4. Inform and educate the community about access issues.

### **Councillor membership**

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

### **Committee membership**

Membership will be sought on the basis of a broad interest, understanding and commitment to disability and access issues in the Lithgow Local Government Area.

Membership shall aim to include a broad range of people from a range of ages and backgrounds.

The Committee will be comprised of the following representation:

- Two (2) Councillors
- Three (3) community representatives with a disability or frail aged or caring for a person who is frail aged.
- Three (3) representatives of organisations involved in advocacy for and/or the provision of services for people with a disability or people that are frail aged.
- One (1) Council staff representative from the Operations Group
- One (1) Council staff representative from the Environment and Development Group.

Other industry representatives may be called upon as and when required.

### **Committee member responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

### **Appointment**

All members of the Committee will be appointed by a resolution of Council.

In September each year:

- Council will nominate 2 (two) Councillors to the Committee.
- Council will advertise for nominations for Committee members on the Council website, in the local newspapers, disability and access service providers, agencies and venues, and other appropriate means.
- All group members will live, work or participate significantly in Lithgow LGA.

## **Term of office of Committee Representatives**

The term of office shall be 12 months unless otherwise resolved by the Council.

## **Executive Officer**

The Community Development Officer shall be the non-voting Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) has been absent for 3 consecutive meetings of the committee without having given reasons acceptable to the Committee for the members absences; or
- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

### **Office holders**

The Chair person be nominated and selected by the committee at the September meeting annually.

The Chair shall call for nominations for the position of Deputy Chair at the first meeting after the Committee is established.

The Chair and Deputy Chair shall be appointed for a period of 1 year.

The Deputy Chair will not be a Councillor or member of staff.

### **Frequency of meetings**

Meetings shall be held at least eight (8) times every year at a time and date agreed by the Committee.

## **Meeting Protocol**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.
- Members, including service providers, not playing a constructive role in the Committee or not attending for six meetings without apologies, can be removed by Council resolution.

## **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.