

# Inclusion & Access Advisory Group

**Meeting Date:** Monday, 20 February, 2023  
**Location:** Jervis Bay Room, Level 3, City Administrative Building, Bridge Road, Nowra  
**Time:** 11.00am

**Please note:** Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

## Agenda

### 1. Apologies

### 2. Confirmation of Minutes

- Inclusion & Access Advisory Group - 21 November 2022 ..... 1

### 3. Declarations of Interest

### 4. Presentations

#### IA23.1 Draft Community Engagement Strategy Presentation

*The Media and Communications Team from Shoalhaven City Council will present the Draft Community Engagement Strategy to the Inclusion and Access Advisory Group.*

*The Media and Communications Team are seeking to actively involve communities in the decision-making process by providing meaningful, accessible information and feedback opportunities.*

*The team are committed to authentic and effective engagement in the development of Councils plans and strategies to meet the needs of communities in the Shoalhaven.*

*The Draft Community Engagement Strategy outlines the approach and methodology to community consultation, including the goals, principles and review of engagement activities to enable community input into the development of Council projects and initiatives.*

### 5. Reports

IA23.2 IAAG Updated Action Table Report - February 2023..... 5

IA23.3 Inclusion and Access Advisory Committee Terms of Reference Review ..... 10

### 6. General Business

**Membership**

Clr Liza Butler - Chairperson

Clr Patricia White

Clr Paul Ell – Alternate

All other Councillors as non voting members

Chief Executive Officer or nominee

Mr Gareth Ward MP (or nominee)

Ms Shelley Hancock MP (Representative – Ms Annette Pham)

Ms Fiona Phillips MP (Representative – Ms Lesley Zandstra)

Ms Jackie Kay AM

Mr Bill Deaves

Mr Neville Foord

Ms Andrea Wallace

Mr Theo Bagou

Mr Arthur Ball

Ms Nola Stephens

Mr Stephen Taylor

Mr Chris Mitchell

Ms Kylie Knight

Ms Penelope Espinoza Hallett

Mr Frederick Oberg

Ms Grace Kennedy – Youth

Ms Lily Wright

Ms Kylieanne Derwent

Ms Jennifer Anstiss

Ms Leonie Dippel – Shoalhaven Community Transport

Ms Jodie Hoger – Education Representative (TAFE Illawarra)

Ms Mel Gorman – Spinal Cord Injuries Australia

Mr Murray Hair – Health NSW (Occupational Therapy Department)

FOCAS Shoalhaven (Representative)

Mr Paul Snudden / Ms Ruth Freeland - NDIS

Quorum – Five (5)

Note: Any non-voting Councillor in attendance at the Committee meetings may act as an alternate voting member in circumstances where achievement of a quorum is required.

**Purpose**

To inform, educate and advise Shoalhaven City Council, its staff and residents on accessibility and inclusion with the purpose of creating accessible and inclusive community infrastructure by:

- Actively engaging with Council on policies,
- Inputting on submissions and relevant legislation affecting accessibility and inclusion
- Being a conduit for information and communication between community and Council,
- Raising awareness in the Council, with its staff and in the community around inclusion and accessibility issues

## MINUTES OF THE INCLUSION & ACCESS ADVISORY GROUP

**Meeting Date:** Monday, 21 November 2022  
**Location:** Jervis Bay Room, Level 3, City Administrative Centre, Bridge Road, Nowra  
**Time:** 11.00am

The following members were present:

Clr Liza Butler - Chairperson  
Mr Bill Deaves  
Ms Kylie Knight – (Remotely) – Arrived at 11:13am  
Mr Frederick Oberg  
Ms Lily Wright  
Ms Jennifer Anstiss  
Ms Kylieanne Derwent - (Remotely) – Arrived at 11:14am  
Gareth Ward MP – Member for Kiama (Remotely)

Others present:

Mr Michael Paine – Manager – Community Connections – Arrived at 11:54am  
Ms Carly McWalters - Team Leader - Community Capacity Builder  
Ms Monica Kincade - Community Capacity Builder  
Mr Ryleigh Bowman – Design Engineer  
Mr Colin Wood – Manager - Certification & Compliance (Remotely)

**The Chairperson acknowledged the traditional owners of the land and paid respects to elders past, present and emerging.**

### Apologies / Leave of Absence

An apology was received from Lesley Zandstra, Jackie Kay, Chris Mitchell and Clr White.

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Inclusion & Access Advisory Group held on Monday 29 August 2022 be confirmed.

CARRIED

### Declarations of Interest

Nil

## PRESENTATIONS

<b>IA22.20</b>	<b>Presentation - Ryleigh Bowman - North Mollymook Masterplan (Parking &amp; Pedestrian)</b>	<b>HPERM Ref: D22/479018</b>
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Mr Ryleigh Bowman – Design Engineer – presented to the Group regarding the North Mollymook Masterplan (Parking & Pedestrian). The information presented to the Group is attached to these minutes.

Below are some of the key comments and feedback received from the Group:

- To make wheelchair access onto the beach from the northern end of Beach Rd a consideration in the Masterplan.
- That timed parking be considered to ensure a steady turnover of vehicles and limit excessive long term stays.
- That more than 1 accessible off street parking space be provided on Mitchell Parade (preferably 3 spaces).
- The Group determined to collate their feedback to send for submission to the Council staff responsible for the Masterplan

**RESOLVED** (Liza Butler / Bill Deaves)

That the Inclusion and Access Advisory Group request to receive a copy of the report to Council and an update from staff when the feedback from the North Mollymook community consultation is gathered.

CARRIED

## REPORTS

<b>IA22.18</b>	<b>Notification of Council Resolution - Re-Establishment</b>	<b>HPERM Ref: D22/427758</b>
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**Recommendation (Item to be determined under delegated authority)**

That the Group receive the Notification of Council Resolution –Re-establishment report for information.

**RESOLVED** (By consent)

That the Inclusion & Access Advisory Group receive the Notification of Council Resolution –Re-establishment report for information.

CARRIED

<b>IA22.19</b>	<b>Updated Action Table - Inclusion Access Advisory Group - November 2022</b>	<b>HPERM Ref: D22/457932</b>
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**Recommendation (Item to be determined under delegated authority)**

That the Inclusion and Access Advisory Group:

1. Receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
  - i. IA19.21 - Ulladulla Subway and Services NSW accessible parking investigation - defer to Staff - Strata Owners

- ii. IA21.4 - Additional Item - Footpath & Kerb Ramp Repairs - Nowra - Scenic Dr / Hyam St / Bridge Rd
- iii. IA21.14 - Additional Item - Storm Damage to Beach Access at Callala Beach
- iv. IA21.16 - Australian Standards - Accessible Parking Spaces - Nowra CBD - Private carparks - write to owners - Council carparks - investigate upgrade.
- v. IA22.17 - Additional Item - Feedback - Inequity - Location and Quality of Accessible Public Toilets – Bomaderry

**RESOLVED** (By consent)

That the Inclusion and Access Advisory Group:

1. Receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
  - i. IA19.21 - Ulladulla Subway and Services NSW accessible parking investigation - defer to Staff - Strata Owners
  - ii. IA21.4 - Additional Item - Footpath & Kerb Ramp Repairs - Nowra - Scenic Dr / Hyam St / Bridge Rd
  - iii. IA21.14 - Additional Item - Storm Damage to Beach Access at Callala Beach
  - iv. IA21.16 - Australian Standards - Accessible Parking Spaces - Nowra CBD - Private carparks - write to owners - Council carparks - investigate upgrade.
  - v. IA22.17 - Additional Item - Feedback - Inequity - Location and Quality of Accessible Public Toilets – Bomaderry

CARRIED

## GENERAL BUSINESS

### **IA22.21 Additional Item - Accessibility to Shops - Nowra CBD**

Ms Kyle Knight raised attention to the accessibility of shop access in the Nyngan CBD, and suggested that Council get in contact with the Nyngan Shire Council to discuss what the outcomes have been of making their shopfronts more accessible.

Council staff advised there is a standing action (IA22.15) regarding a funding program for accessibility to shops. This is being reported to the Nowra CBD Revitalisation Strategy Committee. Following that, staff can provide an outcome report to the Inclusion & Access Advisory Group.

**RESOLVED** (By consent)

That the Inclusion & Access Advisory Group request to receive a verbal report following the presentation (IA22.15) to the Nowra CBD Revitalisation Strategy Committee.

CARRIED

### **IA22.22 Additional Item - Accessibility Stickers - Cobar CBD**

Ms Kylie Knight brought to the attention of the Group accessibility stickers in the Cobar CBD, and explained how these stickers are provided to businesses by Cobar Council to indicate different levels of accessibility.

Clr Liza Butler advised that there is a similar program which Council is currently investigating and that she will report back to the Group at a future meeting regarding this program.

**The following additional matters were raised in General Business:**

- Ms Kylie Knight raised concern regarding accessibility issues on Meroo Rd and Lyndhurst Dr, Bomaderry. Sections of footpath in parts are difficult to access due to the overhang of tree overgrowth. To deal with this accessibility issue, Ms Knight suggested that Council could collaborate with Disability Employment Services to trial a program in which people with a disability provide those services, whilst receiving horticultural training.
- Council staff advised that an accessibility issue such as this can be managed by Council's Works and Services Department.
- Mr Bill Deaves raised an accessibility concern regarding the Air Liquide Sleep Clinic building on 43 Berry Street, because of a 4 Inch step at the entrance of the building.
- Ms Lily Wright raised an accessibility concern regarding the path to Centrelink Nowra. Ms Wright noted that the path is uneven, narrow and the grass is over-grown. It was suggested that this path could be investigated by Council.
- Council staff advised that the accessibility issues above can be processed as requests through Council's Customer Request Management System.

There being no further business, the meeting concluded, the time being 12:45pm.

Clr Liza Butler  
CHAIRPERSON

## **IA23.2 IAAG Updated Action Table Report - February 2023**

**HPERM Ref:** D23/29309

**Department:** Community Connections

**Approver:** Jane Lewis, Director - City Lifestyles

**Attachments:** 1. IAAG Updated Action Table - 20 Feb 2023 [↓](#)

### **Reason for Report**

To provide the Inclusion & Access Advisory Group with a progress report on outstanding actions.

### **Recommendation (Item to be determined under delegated authority)**

That the Inclusion & Access Advisory Group:

1. Receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
  - a. IA22.20 - Presentation - Ryleigh Bowman - North Mollymook Masterplan (Parking & Pedestrian) – partial completion.

### **Options**

1. Adopt the recommendation as written.

Implications: The Inclusion & Access Advisory Group is updated on progress of actions and recommendations made at previous meetings.

2. Request more information.

Implications: Members of the Inclusion & Access Advisory Group request further information.

### **Background**

This report is to update the Inclusion & Access Advisory Group on outstanding actions from previous meetings. Subject to the Group concurring that satisfactory progress has been made to complete the items on the February 2023 Action Table Report, the Group is requested to adopt the Recommendation to note completion of:

- a. IA22.20: Presentation - Ryleigh Bowman - North Mollymook Masterplan (Parking & Pedestrian) – partial completion

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still works in progress. Staff are able to provide an update at the meeting, should members have any further questions on the status of actions.

### **Community Engagement**

It is important that the members of the Inclusion & Access Advisory Group are kept informed on progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.

<b>Inclusion &amp; Access Advisory Group</b> <b>Uncompleted as at 25 January 2023</b>	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 07/02/2022	<b>Item No:</b> IA21.24	<b>Officer:</b> Dando, Trevor	<b>Completed:</b>
<b>Title:</b> Inclusion & Access Advisory Committee - Additional Item - Accessible parking spaces - Yellow Metal Bollards replacement / flexible poles - Investigation			
<p><b>RESOLVED*</b> (Clr White / Clr Wells) <span style="float: right;">MIN22.63</span></p> <p>That Council investigate the removal of the yellow metal bollards at accessible parking spaces and replaced with a more flexible product/bumper pole to prevent damage to vehicles.</p> <p>FOR: Clr Findley, Clr Christen, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Kotlash, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	<p><b>Notes:</b></p> <p>No update provided</p>		



**Inclusion & Access Advisory Group  
Uncompleted as at 25 January 2023**

**Action Sheets Report**

<b>Meeting Date:</b> 26/09/2022	<b>Item No:</b> IA22.15	<b>Officer:</b> Wood, Colin & Whittle, Bree	<b>Completed:</b>
<b>Title:</b> Additional Item - Funding Program for Accessibility to Shops - Clr Briefing - Presentation to Nowra CBD Revitalisation Strategy Committee - Education campaign - Businesses			
<b>RESOLVED*</b> (Clr White / Clr Copley)		MIN22.669	<b>Notes:</b>
That Council:			<b>29 Sep 2022 12:22pm Bowley, Kay</b>
1. Request staff to provide a Briefing to Councillors in relation to the funding program/campaign for accessibility of shop frontages.			Part 1 & 2 Colin Wood - Part 3 & 4 Bree Whittle
2. Request staff be invited to make a presentation to the Nowra CBD Revitalisation Strategy Committee to request that the funding program for accessibility of shop frontages be reactivated.			<b>13 Oct 2022 5:01pm Wood, Colin</b>
3. Request the Media Team to run a campaign to educate businesses about accessibility issues in conjunction with relevant Directorates to include:			Staff are liaising with Councillors to schedule a meeting with the Nowra CBD Revitalisation Strategy Committee Chair to seek their support for this program.
a. Development and compliance matters			
b. Economic development factors			
c. Community accessibility considerations; and			
4. Staff liaise with the Nowra CBD Revitalisation Strategy Committee Chair in relation to part (3).			
<b>FOR:</b> Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Eil, Clr Christen, Clr White, Clr Wells, Clr Watson and Clr Kitchener			
<b>AGAINST:</b> Nil			
<b>CARRIED</b>			

<b>Inclusion &amp; Access Advisory Group Uncompleted as at 25 January 2023</b>	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 21/11/2022	<b>Item No:</b> IA22.20	<b>Officer:</b> Bowman, Ryleigh	<b>Completed:</b>
<b>Title:</b> Presentation - Ryleigh Bowman - North Mollymook Masterplan (Parking & Pedestrian)			
<p><b>RESOLVED</b> (Liza Butler / Bill Deaves)</p> <p>That the Inclusion and Access Advisory Group request to receive a copy of the report to Council and an update from staff when the feedback from the North Mollymook community consultation is gathered.</p> <p>CARRIED</p>		<p><b>Notes:</b></p> <p><b>06 Dec 2022 11:03am Fischer, Ben</b></p> <p>Provide Council report back to IAAG and update on consultation</p>	

<b>Meeting Date:</b> 21/11/2022	<b>Item No:</b> IA22.21	<b>Officer:</b> Wood, Colin	<b>Completed:</b>
<b>Title:</b> Additional Item - Accessibility to Shops - Nowra CBD			
<p><b>RESOLVED</b> (By consent)</p> <p>That the Inclusion &amp; Access Advisory Group request to receive a verbal report following the presentation (IA22.15) to the Nowra CBD Revitalisation Strategy Committee.</p> <p>CARRIED</p>		<p><b>Notes:</b></p> <p><b>15 Dec 2022 2:33pm Wood, Colin</b></p> <p>Colin Wood attended the Nowra CBD Revitalisation Strategy Committee on 13/12/2022 and presented a case for the proposed programme. The Committee has resolved to support the program, and this will be included in the report back to the Access Committee in 2023.</p>	

**Inclusion & Access Advisory Group  
Uncompleted as at 25 January 2023**

**Action Sheets Report**

<b>Meeting Date:</b> 21/11/2022	<b>Item No:</b> IA22.22	<b>Officer:</b> Goodsell, Kiralee	<b>Completed:</b>
<b>Title:</b> Additional Item - Accessibility Stickers - Cobar CBD			
<p>Ms Kylie Knight brought to the attention of the Group accessibility stickers in the Cobar CBD and explained how these stickers are provided to businesses by Cobar Council to indicate different levels of accessibility.</p> <p>Clr Liza Butler advised that there is a similar program which Council is currently investigating and that she will report back to the Group at a future meeting regarding this program.</p>		<p><b>Notes:</b> <b>06 Dec 2022 11:06am Fischer, Ben</b> Please reassign to the appropriate officer.</p>	

<b>Meeting Date:</b> 21/11/2022	<b>Item No:</b> IA22.20	<b>Officer:</b> Andriske, Claire	<b>Completed:</b> 14/12/2022
<b>Title:</b> Presentation - Ryleigh Bowman - North Mollymook Masterplan (Parking & Pedestrian)			
<p><b>RESOLVED</b> (Liza Butler / Bill Deaves)</p> <p>That the Inclusion and Access Advisory Group request to receive a copy of the report to Council and an update from staff when the feedback from the North Mollymook community consultation is gathered.</p> <p>CARRIED</p>		<p><b>Notes:</b> <b>06 Dec 2022 11:02am Fischer, Ben</b> Send copy of presentation to members <b>14 Dec 2022 3:47pm Andriske, Claire - Completion</b> Completed by Andriske, Claire (action officer) on 14 December 2022 at 3:47:22 PM - Minutes attachments created and sent. <b>ACKNOWLEDGE ACTION AS COMPLETE &amp; REMOVE FROM TABLE</b></p>	

## IA23.3 Inclusion and Access Advisory Committee Terms of Reference Review

**HPERM Ref:** D23/19271

**Department:** Community Connections

**Approver:** Jane Lewis, Director - City Lifestyles

**Attachments:**

1. Inclusion and Access Advisory Group - Terms of Reference [↓](#)
2. Terms of Reference Template - Advisory Committees [↓](#)
3. Terms of Reference Draft - IAAG with tracked changes - January 2023 [↓](#)
4. IAAG Terms of Reference Draft - clean version - Jan 2023 [↓](#)

### Reason for Report

The reason for this report is to provide the Inclusion and Access Advisory Group with the proposed updated format and proposed amendments for the Terms of Reference POL20/79.

### Recommendation

That the Inclusion and Access Advisory Group accept the new format and proposed amendments to the Terms of Reference and submit to Council for adoption.

### Options

1. The recommendation is adopted as written:

Implications: The Terms of Reference (TOR) will be updated in line with the Council's preferred template for TOR's for Section 355 Committees inclusive of any amendments identified as part of the review process.

2. The recommendation is not adopted, and an alternative recommendation is provided.

Implications: The proposed TOR will not be updated and the IAAG will be required to provide an alternative proposal.

### Background

Shoalhaven City Council has a significant number of section 355 advisory committees that have been established to offer advice and expertise on a number of subjects. The Inclusion and Access Advisory Group is one such committee.

Committees are overseen by various teams and directorates across Council. When reviewing the six (6) advisory committees that are overseen by staff in the City Lifestyles directorate it was identified that there was an opportunity for greater consistency in the terms of reference documents for those committees.

In response, a new *Terms of Reference Template* (Attachment 2) for advisory committees has been developed. The use of this template will ensure improved consistency across Council's advisory committees in how they undertake their functions.

The template provides a format to clarify and assist in managing expectations around advisory committees and their roles. This will assist the members in understanding and carrying out their roles and functioning of the advisory committee and any delegation therein.

Council staff have updated the Inclusion and Access Advisory Committee's Terms of Reference to align with this new template, see Attachment 3.

### **Significant Changes to the TOR**

The following key aspects of the current Terms of Reference have been revised and for ease of reading, are summarised below:

- Update name of IAAG so that it aligns with other Advisory Committees, i.e., change to Inclusion and Access Advisory Committee (IAAC).
- The IAAC purpose has been revised to 'providing advice and guidance', rather than 'informing, educating and advising' to better reflect the role of the group.
- The membership criteria better reflects the range of stakeholders preferred for engagement in the activities of the Group.
- The quorum has been changed from five (5) voting members to seven (7) to align with other Section 355 committees.
- Council staff responsibilities associated with the IAAC are more clearly defined to better reflect the responsibility of each directorate.

The following documents are attached to this report so members can compare and review changes prior to the next sitting of the IAAC:

- Current Terms of Reference (POL20/79) - Attachment 1
- Tracked changes to the updated format of the TOR - Attachment 3
- Updated format of TOR (tracked changes accepted for ease of reading) - Attachment 4

### **Community Engagement**

Members of the IAAG will be consulted at the first meeting of 2023 (20<sup>th</sup> February 2023) regarding the proposed changes. Governance have been consulted to ensure the edits are commensurate with policy and guidelines for the section 355 committees.

### **Policy Implications**

Should the IAAG members request changes to any of the proposed amendments, alternative amendments will need to be proposed and agreed to, prior to the TOR being updated. The suggested amendments will be review by Governance and adjustments made if/where necessary. This may require the IAAC TOR to be represented to a future advisory committee meeting for endorsement before being considered by Council for adoption.



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Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra  
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**Southern District Office**  
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

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Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Finance Corporate & Community Services Group

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## Inclusion and Access Advisory Group – Terms of Reference

**Policy Number:** POL20/79 • **Adopted:** 27/03/2018 • **Amended:** 22/09/2020 • **Minute Number:** MIN18.224, MIN20.688 • **File:** 1228E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2021

### 1. PURPOSE

To inform, educate and advise Shoalhaven City Council, its staff and residents on accessibility and inclusion with the purpose of creating accessible and inclusive community infrastructure by:

- Actively engaging with Council on policies,
- Inputting on submissions and relevant legislation affecting accessibility and inclusion
- Being a conduit for information and communication between community and Council,
- Raising awareness in the Council, with its staff and in the community around inclusion and accessibility issues

### 2. STATEMENT

Shoalhaven City Council recognises the experience, knowledge, expertise and insight of the Inclusion and Access Advisory Group. Council acknowledges the Group's role as a conduit for strategic input into Council's decision-making processes.

### 3. TERMS OF REFERENCE

#### 3.1. Relationship to Council

The Group is a Section 355 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision-making process related to people with disability in the Shoalhaven.

#### 3.2. Chairperson

The Chairperson position is open to Councillors who are members of the Group

The Group will appoint the Chairperson with the position limited to one (1) Council term. (4 years)

#### 3.3. Membership

Members must live, work or volunteer within the Shoalhaven City Council Local Government Area.

Membership is by application and is open to:

*Shoalhaven City Council - Inclusion and Access Advisory Group - Terms of Reference*

- People who have lived experience of physical, sensory, intellectual and mental health issues.
- Parents/carers of people with disability.
- Representatives from disability organisations (non-voting).
- 1 x Health Representative (from an organisation providing health services in the Local Government Area)
- 1 x Education Representative (from an organisation providing Educational services in the area)
- State & Federal Parliament Representation
- 3 Councillors
- All other Councillors as observers
- People who are passionate about advocating for access & inclusion.
- Young person

Council will manage the application process. All applications will be considered by the Group and appointment decided at the next scheduled meeting.

**3.4. Quorum**

The quorum to be 5 (five) members in attendance at the meeting (including those who have joined by video or tele-conference)

**3.5. Meetings**

- Frequency - Quarterly
- Duration - 2½ hours to be reviewed after 6 months
- Agendas - Will be distributed to members one week prior to the meeting. Priorities identified by participants at the beginning of each meeting will be used to order the business of the meeting.
- Minutes - Council will perform administrative support for the meetings of the Group

**3.6. Voting**

- Members do not need to be present to have an input. Should they wish to make comment on items when they cannot be in attendance, they can be submitted via email on one working day before the meeting. People can also video or tele-conference (where available).
- Where possible, all decisions will be reached by consensus
- All decisions must be stated precisely for the inclusion of the minutes
- Alternative views are to be minuted.
- Every possible avenue will be explored to reach consensus. If consensus cannot be reached, and there is no urgency to the business, it will go to vote at the third meeting.
- Where an item cannot be determined by consensus after 3 meetings or an urgent decision is required before the next meeting, a vote will be taken from those members in attendance (including those who have joined by video or tele-conference). The chairperson will have a casting vote.

**3.7. Code of Conduct**

- All members of the Group are to abide by Council's Code of Conduct. A copy of the Code of Conduct is distributed to prospective members upon application to the Group.

*Shoalhaven City Council - Inclusion and Access Advisory Group - Terms of Reference*

- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest
- Group members should act in a professional and responsible manner with the information they obtain as a member, as the Group requires openness and honesty to function well,
- Group members should feel free to express their opinions and views without fear of recrimination.

**3.8. Confidentiality and Privacy**

- Members may have contact with private and confidential or personal information retained by Council. If so members are required to maintain security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

**3.9. Communication**

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Advisory Group are not permitted to speak to the media as a Group of Council representatives of the Advisory Group unless approved by the Chairperson
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Advisory Group is the point of contact for communication between Board members and Council staff.
- Communication methods must be accessible in all instances and may take place via email, direct mail and phone calls where necessary.

**3.10. Working Sub Groups**

- The Group may establish working sub groups as deemed appropriate to assist in fulfilling their role and purpose.
- Working sub groups will be formed around specific tasks and a convenor from the group will be appointed.

**3.11. Responsibility of Council**

- Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.
- Council at its discretion may review and change the Terms of Reference, Role and Structure of the Advisory Group.

**4. IMPLEMENTATION**

The Finance, Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

**5. REVIEW**

To be reviewed within one (1) year of the election of a new Council, or earlier at the direction of Council.



# TITLE OF COMMITTEE – Terms of Reference

<b>Adoption Date:</b>	
<b>Amendment Date:</b>	
<b>Minute Number:</b>	
<b>Review Date:</b>	
<b>Directorate:</b>	
<b>Record Number:</b>	

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**Committee – Terms of Reference**

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**1. Purpose**

The purpose of the **committee** is to  
**Also include reference to relevant driving/guidance documents**

**2. Interpretation**

For the purpose of this document:

*Member* means a member of the **Committee**

*Council* means Shoalhaven City Council

*Chairperson / Chair* means the chairpersons of the **Committee**

*Elected members* mean the elected Councillors of Shoalhaven City Council

**Add here any other commonly used phrases or acronyms specific to the committee**

**3. Status of the Committee**

The **Committee** provides non-binding advice to Council for consideration.

**4. Role**

- To receive and disseminate information and updates to and from the community about ???.
- To provide and receive information to ???
- **Please add relevant roles of the Committee here**
- **Also include reference to relevant driving/guidance documents**

**5. Delegations**

**Amend as Required**

Advisory Committees, may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report **Manager –insert relevant department.**

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

**6. Membership**

**Natural Areas Volunteers Group – Terms of Reference**

The **Committee** will be chaired by a **Councillor, elected by Council**. The **Committee** is expected to act in accordance with the Role of the **Committee** as defined above in Section 4. The **Committee** will comprise the following:

- Appointed Chair (Councillor)
- All available Councillors
- Council's Chief Executive Officer (CEO) or nominee
- Indigenous representative
- Youth representative
- Five (5) Community representatives
- Other Relevant Government Agencies, Community Organisations and Service Providers

**Councillor Representatives**

Council appoints (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

**Community Representatives**

Following an expression of interest process, a maximum of five (5) local community representatives, one (1) youth representative between ages 16 and 30, one (1) indigenous representative, will be appointed that meet the following criteria:

- A broad interest, and understanding of insert criteria.
- A commitment to insert criteria
- Local resident or businessperson living or working within the Shoalhaven.
- Insert any other relevant criteria

Community representatives with Committee membership have voting rights.

**Community representative appointments:**

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a three (3) year term with a set commencement and finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Manager – insert relevant department), the Chairperson of the **Committee** and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.

Natural Areas Volunteers Group – Terms of Reference

**Council Officers**

Council officers may attend meetings to provide specialist professional advice in **insert relevant areas**. Council officers do not have voting rights.

**Government Agencies, Community Organisations and Service Providers**

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate representatives each.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members.

**Chair and Deputy Chair**

Council appoints one (1) Councillor to be the Chair of the **Committee**. In the absence of the nominated Chair at a particular meeting, the members shall elect a Chair for that meeting.

**Terms of Office**

The term of the Chair will be one (1) year which will be reviewed annually in September. Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

**7. Committee Meetings**

**Agenda**

Agenda will be distributed 7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

**Quorum**

**Five (5)** provided that **a minimum of one (1) Councillor as Chair** or acting chair with voting rights **and four (4) community representatives are present**. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

**Voting**

It is expected that the **Committee**, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie

Any votes against will be recorded in the minutes.

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**Natural Areas Volunteers Group – Terms of Reference**

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**Meeting Schedule**

In general, meetings should be held **quarterly** or otherwise as determined by the Chair and conducted either in person or electronically. **Please note as required the Committee can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e. not making recommendation / resolution.**

**Minutes**

The **Committee** shall provide advice to the Council for consideration. The **Committee's** advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the **Committee**, any resolution determined by Council, will be posted on the Council website.

**Confidentiality And Privacy**

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use, or remove any information unless the member is authorised to do so.

**Communication**

In relation to the communication functions of **Committee**, the following apply:

- Members of the **Committee** are not permitted to speak to the media as Council representatives of the **Committee** unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the **Committee** and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the **Committee** is the preferred point of contact for communication between members and Council staff.
- Council will endeavour to utilise the Chair as the primary point of contact to communicate with **Committee** members.

**8. Council Staff Responsibility**

The Committee's contact within Council is **xxx – Title**, within the **xxx Directorate**. This Directorate is considered to be responsible for **xyz**.

Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes and notation of apologies.

**9. Code of Conduct**

All members of the **Committee** are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the **Committee**.

A breach of the Code of Conduct may lead to the member being expelled from the **Committee**.

Natural Areas Volunteers Group – Terms of Reference

**10. Document Control**

These Terms of Reference are reviewed at the commencement of each term of Council.  
Amendments to these Terms of Reference are to be reported to Council for approval.  
A version history (footnote on front page) is included if amendments have been approved.

**11. Other Relevant Documents List**

Code Of Conduct

Code of Meeting Practice

CSP

Terms Of Reference Template

# Inclusion and Access Advisory Group – Terms of Reference

<b>Adoption Date:</b>	
<b>Amendment Date:</b>	
<b>Minute Number:</b>	
<b>Review Date:</b>	
<b>Directorate:</b>	City Lifestyles
<b>Record Number:</b>	POL22/68hhl

## Committee – Terms of Reference

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### 1. Purpose

regarding Guided by lived experience and expertise, provide advice and guidance to Shoalhaven City Council to promote an accessible, inclusive and welcoming community that respects independence and human dignity by:

- Ensuring that all residents can participate actively in all aspects of community and civic life and ensure that Council recognises and values the diversity of its community.
- Identifying and addressing barriers preventing people from participating in programs, services and facilities across the City.

And advocate for:

- Adherence to the principles of the Disability Discrimination Act 1992 and the NSW Disability Inclusion Act 2014 which will benefit the community ~~as a whole~~.
- Inclusion in our community through recommendations to improve the built environment, changes in community attitudes and behaviours, and creating better systems and processes for meaningful participation of people of all abilities.

~~The Committee will be guided by the Disability Inclusion Action Plan (2022-26) and other Council strategic documents.~~

### Strategic Plan Alignment

#### Disability Inclusion Action Plan (2022-26)

1. Create positive attitudes and behaviours within community
2. Create accessible and liveable communities
3. Improve access to our systems and processes
4. Support access to meaningful employment.

#### Community Strategic Plan 2032

##### Resilient, Safe, Accessible and Inclusive Communities

- 1.1 - Support inclusive, safe and connected communities
- 1.2 - Preserve, support and develop cultural and creative vitality across our communities
- 1.3 - Support community wellbeing through fostering active and healthy communities

### 2. Interpretation

For the purpose of this document:

- *Member* means a member of the **Committee**
- *Council* means Shoalhaven City Council
- *Chairperson / Chair* means the chairpersons of the **Committee**
- *Elected members* mean the elected Councillors of Shoalhaven City Council



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**Inclusion and Access Advisory Committee – Terms of Reference**

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**3. Status of the Committee**

The Committee provides non-binding advice to Council for consideration.

**4. Role**

To receive and disseminate information and updates to and from the community about regarding issues of accessibility and inclusion in the Shoalhaven.

To provide and receive information to Council staff and Councillors regarding the reports and presentations made to the Committee.

**5. Delegations**

Advisory Committees, may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure or operational matters) that will be reported to Council by a separate report by the appropriate manager.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

**6. Membership**

The Group will be chaired by a Councillor, elected by Council. The Group will comprise the following:

- One (1) Appointed Chair (Councillor)
- Three (3) nominated Councillors, additional Councillors may attend as observers, four (4) Councillors in total
- Council's Chief Executive Officer (CEO) or nominee

A maximum of twelve (12) community members which includes:

- Five (5) community members who live with disability (with representation from across the Shoalhaven).
- A maximum of five (5) family, friends and/or carers of people living with disability who have an interest in advocating for improved access and inclusion for all.
- An Aboriginal representative living with disability or their family, friends and/or carer of a person living with disability
- A Youth representative (18 – 25 years) living with disability

A maximum of thirteen (13) non-voting Government and Non-Government Organisations which includes:

- Relevant Government Agencies ((e.g., DCJ, NSW Health, NDIA, Service NSW)

Inclusion and Access Advisory Committee – Terms of Reference

- Service providers/community organisations that support a broad range of people with disabilities (e.g., Flagstaff, Autism NSW, [First Peoples Disability Network Australia and Multicultural Disability Advocacy Association](#)).~~\*\*check for other organisations~~
- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama

*Members must live or work within the Shoalhaven City Council Local Government Area*

**Councillor Representatives**

Council appoints one (1) Councillor to be the voting Chair of the Group. An additional three (3) Councillors can be nominated to attend the meeting as voting members, All other Councillors are welcome to attend meetings of the Group as observers and contribute to discussions but are not entitled to vote.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

- **Community Representative Appointments** Parents/carers of people with disability.
- Person who has lived experience of disability
- Person who is passionate about advocating for access & Inclusion
- 

Following an expression of interest, members will be appointed that meet the section 5 membership criteria.

- An Expression of Interest (EOI) process will be conducted to appoint new members into vacant positions
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process
- An assessment panel consisting of a Council staff member (Community Capacity Builder), the Chairperson of the Group and one (1) Community member will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.

**Council Officers**

Council officers may attend meetings to provide specialist professional advice in the area of inclusion and accessibility. Council officers do not have voting rights.

**Government Agencies, Community Organisations and Service Providers**

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate representatives each.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members.

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**Inclusion and Access Advisory Committee – Terms of Reference**

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**Chair and Deputy Chair**

Council appoints one (1) Councillor to be the Chair of the **Committee**. In the absence of the nominated Chair at a particular meeting, the members shall elect a Chair for that meeting.

**Terms of Office**

The term of the Chair will be one Council term (4) years. Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

**7. Committee Meetings**

**Agenda**

Agenda will be distributed 7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by writing and submitting a report on a particular issue four (4) weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

**Quorum**

**Quorum will be seven (7) voting members** provided that **a minimum of one (1) Councillor as Chair** or acting chair with voting rights **and four-sic (6) community representatives are present**. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

**Voting**

It is expected that the **Committee**, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

**Meeting Schedule**

In general, meetings should be held **quarterly** or otherwise as determined by the Chair and conducted either in person and/or electronically. **Please note as required the Group can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e. not making recommendation / resolution.**

**Minutes**

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

**Confidentiality And Privacy**

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use, or remove any information unless the member is authorised to do so.

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[Inclusion and Access Advisory Committee – Terms of Reference](#)

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**Communication**

In relation to the communication functions of **Committee**, the following apply:

- Members of the **Committee** are not permitted to speak to the media as Council representatives of the **Committee** unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the **Committee** and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the **Committee** is the preferred point of contact for communication between members and Council staff.
- Council will endeavour to utilise the Chair as the primary point of contact to communicate with **Committee** members.

**8. Council Staff Responsibility**

The Committee's contact within Council is holds the position of Community Capacity Builder, within the **City Lifestyles Directorate**. This Directorate is considered to be responsible for ensuring the agenda and presentations remain relevant to the Group's role and presenting the Action Table Report .

Reports requested by or presented to the committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate. Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes and notation of apologies.

**9. Code of Conduct**

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

**10. Document Control**

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.

**11. Other Relevant Documents List**

- Code Of Conduct
- Code of Meeting Practice
- CSP
- Terms Of Reference Template

[Inclusion and Access Advisory Committee – Terms of Reference](#)

[DIAP \(https://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D22/273904\)](https://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D22/273904)

# Inclusion and Accessibility Advisory Committee - Terms of Reference

<b>Adoption Date:</b>	
<b>Amendment Date:</b>	
<b>Minute Number:</b>	
<b>Review Date:</b>	
<b>Directorate:</b>	City Lifestyles
<b>Record Number:</b>	POL22/68

## Committee – Terms of Reference

### 1. Purpose

Guided by lived experience and expertise, provide advice and guidance to Shoalhaven City Council to promote an accessible, inclusive and welcoming community that respects independence and human dignity by:

- Ensuring that all residents can participate actively in all aspects of community and civic life and ensure that Council recognises and values the diversity of its community.
- Identifying and addressing barriers preventing people from participating in programs, services and facilities across the City.

And advocate for:

- Adherence to the principles of the Disability Discrimination Act 1992 and the NSW Disability Inclusion Act 2014 which will benefit the community.
- Inclusion in our community through recommendations to improve the built environment, changes in community attitudes and behaviours, and creating better systems and processes for meaningful participation of people of all abilities.

### Strategic Plan Alignment

#### Disability Inclusion Action Plan (2022-26)

1. Create positive attitudes and behaviours within community
2. Create accessible and liveable communities
3. Improve access to our systems and processes
4. Support access to meaningful employment.

#### Community Strategic Plan 2032

Resilient, Safe, Accessible and Inclusive Communities

- 1.1 - Support inclusive, safe and connected communities
- 1.2 - Preserve, support and develop cultural and creative vitality across our communities
- 1.3 - Support community wellbeing through fostering active and healthy communities

### 2. Interpretation

For the purpose of this document:

- *Member* means a member of the Group
- *Council* means Shoalhaven City Council
- *Chairperson / Chair* means the chairpersons of the Group
- *Elected members* mean the elected Councillors of Shoalhaven City Council

### 3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

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**Inclusion and Access Advisory Committee – Terms of Reference**

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#### **4. Role**

To receive and disseminate information and updates to and from the community about regarding issues of accessibility and inclusion in the Shoalhaven.

To provide and receive information to Council staff and Councillors regarding the reports and presentations made to the Committee.

#### **5. Delegations**

Advisory Committees may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure or operational matters) that will be reported to Council by a separate report by the appropriate manager.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

#### **6. Membership**

The Group will be chaired by a Councillor, elected by Council. The Group will comprise the following:

- One (1) Appointed Chair (Councillor)
- Three (3) nominated Councillors, additional Councillors may attend as observers, four (4) Councillors in total
- Council's Chief Executive Officer (CEO) or nominee

*A maximum of thirteen (13) voting community members which includes:*

- Five (5) community members who live with disability (with representation from across the Shoalhaven).
- A maximum of five (5) family, friends and/or carers of people living with disability who have an interest in advocating for improved access and inclusion for all.
- Two (2) Aboriginal representatives living with disability or their family, friends and/or carer of a person living with disability. One must be male and one female.
- A Youth representative (18 – 25 years) living with disability

*A maximum of thirteen (13) non-voting Government and Non-Government Organisations which includes:*

- Relevant Government Agencies (e.g., DCJ, NSW Health, NDIA, Service NSW)
- Service providers/community organisations that support a broad range of people with disabilities (e.g., Flagstaff, Autism NSW, First Peoples Disability Network Australia and Multicultural Disability Advocacy Association).
- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama

*Members must live or work within the Shoalhaven City Council Local Government Area.*



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#### **Inclusion and Access Advisory Committee – Terms of Reference**

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##### ***Councillor Representatives***

Council appoints one (1) Councillor to be the voting Chair of the Group. An additional three (3) Councillors can be nominated to attend the meeting as voting members, all other Councillors are welcome to attend meetings of the Group as observers and contribute to discussions but are not entitled to vote.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

##### ***Community Representative Appointments***

Following an expression of interest, members will be appointed that meet the section 5 membership criteria.

- An Expression of Interest (EOI) process will be conducted to appoint new members into vacant positions
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process
- An assessment panel consisting of a Council staff member (Community Capacity Builder), the Chairperson of the Group and one (1) Community member will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.

##### ***Council Officers***

Council officers may attend meetings to provide specialist professional advice in the area of inclusion and accessibility. Council officers do not have voting rights.

##### ***Government Agencies, Community Organisations and Service Providers***

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate their own representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members.

##### ***Chair and Deputy Chair***

Council appoints one (1) Councillor to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the members shall elect a Chair for that meeting.

##### ***Terms of Office***

The term of the Chair will be one Council term four (4) years. Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference. Youth membership is from 18 – 25 years. When the member turns 26 years of age, their position will be declared vacant.

## **7. Committee Meetings**

### ***Agenda***

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#### **Inclusion and Access Advisory Committee – Terms of Reference**

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Agenda will be distributed 7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by writing and submitting a member report on a particular issue four (4) weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

#### **Quorum**

Quorum will be seven (7) voting members provided that a minimum of one (1) Councillor as Chair or acting chair with voting rights and six (6) community representatives are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

#### **Voting**

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

#### **Meeting Schedule**

In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person and/or electronically. Please note as required the Committee can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e., not making recommendation / resolution.

#### **Minutes**

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

#### **Confidentiality And Privacy**

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

#### **Communication**

In relation to the communication functions of Committee the Group, the following apply:

- Members of the Committee up are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Committee is the preferred point of contact for communication between members and Council staff.

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**Inclusion and Access Advisory Committee – Terms of Reference**

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- Council will endeavour to utilise the Chair as the primary point of contact to communicate with the Committee members.

**8. Council Staff Responsibility**

The Committee's contact within Council holds the position of Community Capacity Builder, within the City Lifestyles Directorate. This Directorate is responsible for ensuring the agenda and presentations remain relevant to the Group's role and presenting the Action Table Report.

Reports requested by or presented to the committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate. Updates on these actions in the Action Table will be the sole responsibility of said department and will ensure these updates are finalised in a timely manner.

Governance is responsible for administrative and support functions of the committee such as collating and distributing the agenda, minutes and notation of apologies.

**9. Code of Conduct**

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

**10. Document Control**

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.

**11. Other Relevant Documents List**

Code Of Conduct  
Code of Meeting Practice  
Community Strategic Plan  
Terms Of Reference Template  
DIAP (<https://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D22/273904>)