

## Inclusion & Access Advisory Committee

**Meeting Date:** Monday, 24 February, 2025

**Location:** Osprey Room, Level 1, City Administrative Building, Bridge Road, Nowra

## Attachments (Under Separate Cover)

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#### Reports

IA25.3 Inclusion and Access Advisory Committee Terms of Reference Review 2025	
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## Inclusion and Access Advisory Committee – Terms of Reference

Adoption Date:	27/03/2018
Amendment Date:	22/09/2020, 11/04/2022, 26/09/2022, 14/11/2022, 5/12/2022, 13/03/2023, 14/08/2023, 25/09/2023
Minute Number:	MIN18.224, MIN20.688, MIN22.248, MIN22.673, MIN22.871, MIN22.937, MIN23.115, MIN23.435, MIN23.526
Review Date:	01/12/2024
Directorate:	<a href="#">City Development</a>
Record Number:	POL24/104

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Inclusion and Access Advisory 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 Committee
- *Council* means Shoalhaven City Council
- *Chairperson / Chair* means the chairpersons of the Committee
- *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.

## 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.

Inclusion and Access Advisory Committee – Terms of Reference

**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 Committee will be chaired by one Councillor or voting committee member nominated as the Chairperson at the end of each meeting and be in place for the next meeting.

The Committee will comprise the following:

- One nominated Councillor (and an alternate), additional Councillors may attend as non-voting members.

Note: Any non-voting Councillor in attendance at any of the above Committees may act as an alternate voting member in circumstances where achievement of a quorum is required, noting that this doesn't apply when quorum specifies the quorum to require community member attendance.

- Council's Chief Executive Officer (CEO) or nominee

A maximum of twelve community members which includes:

- Five community members who live with disability (with representation from across the Shoalhaven).
- A maximum of five 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

Note: Council encourages the appointment of two Indigenous representatives, male and female, on all Advisory Committees.

A maximum of thirteen 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*

**Councillor Representatives**

One Councillor (and an alternate) will be nominated to attend the meeting as voting members, all other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Inclusion and Access Advisory Committee – Terms of Reference

**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), one Councillor (voting member) and one 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.

**Chair and Deputy Chair**

The Chair will comprise of one Councillor (voting member) who will be nominated at the beginning of the meeting of the first sitting of the Inclusion and Access Advisory Committee for the term of the current Council and in the absence of the nominated Chair a member with voting rights may be elected as interim Chair for that meeting.

**Terms of Office**

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 seven 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 weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

**Quorum**

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~~Deleted: The Chair can comprise of one Councillor (voting member) or voting Committee member to be nominated as the Chairperson at the end of each meeting to be in place for the next meeting.¶ A member of Council staff (Community Connections) will be available to meet with the nominated Chairperson one week prior to each meeting to coach them for the role of Chairperson.¶~~

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

Quorum will be seven voting members provided that a minimum of one Councillor with voting rights and six 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**

There will be a minimum of one meeting per year. The Chairperson may call an additional meeting in consultation with the Manager Culture and Community Services or the Director of City Development. 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.

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**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.

**1.1. 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.

**1.2. 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 Mayor and CEO as per Council's media policy.
- Where approval has been given by the Mayor and [CEO 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.

**8. Council Staff Responsibility**

The Committee's contact within Council is holds the position of [Senior](#) Community Capacity Builder, within the City [Development](#) Directorate. This Directorate is considered to be responsible for ensuring the agenda and presentations remain relevant to the Committee's role and presenting the Action Table Report.

**Deleted:** Lifestyles

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.

Inclusion and Access Advisory Committee – Terms of Reference

**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.

As per Councils Code of Meeting Practice, speakers addressing the meeting do not have absolute privilege with respect to comments they make, opinions they express or material presented, and need to be ware that they may be held personally liable for defamatory statements or statements contrary to any legal obligations.

**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. Sunset Clause**

The committee may be disbanded within one year of the election of a new Council, or earlier at the direction of Council.

**12. Other Relevant Documents List**

[Code Of Conduct](#)

[Code of Meeting Practice](#)

[CSP](#)

Terms Of Reference Template

[DIAP](#)

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