

NARRABRI SHIRE COUNCIL ACCESS AND INCLUSION COMMITTEE TERMS OF REFERENCE

Objective

The objective of the Access and Inclusion Committee (“**the Committee**”) is to provide valuable expertise and advice to Narrabri Shire Council on matters relating to access, inclusion and the implementation of the Disability Inclusion Action Plan (“**DIAP**”) 2017 – 2021.

Introduction

The Access and Inclusion Committee is an Advisory Committee to Council and is required to make recommendations to Council. The Committee does not have the delegated authority to commit the Council or management to the implementation of its recommendations.

The key responsibilities of the Access and Inclusion Committee are:

- Monitor the implementation of the Disability Inclusion Action Plan 2017 – 2021.
- Provide advice and recommendations on Council policies, procedures and processes that impact on access and inclusion matters.
- Provide advice and recommendations on major projects, community events, and significant development applications undertaken by Council to ensure access and inclusion issues are identified and resolved.
- Provide assistance in seeking funding for and carrying out actions and projects identified in the Disability Inclusion Action Plan 2017 – 2021.
- To assist Council in identifying opportunities to educate our community and raise awareness on access and inclusion matters.

1. Composition and Tenure

1.1. Members shall be appointed by Council and demonstrate an enthusiastic approach to working collaboratively, and to achieving Committee objectives on behalf of the whole community.

1.2. Members (voting)

- Two (2) Councillors as appointed.
- Two (2) Council Officers being the Director of Corporate & Community Services (or delegate) and the Tourism and Community Development Manager (or delegate).

- Four (4) individuals that identify as having a disability, have an understanding of disability related issues, or who care for someone with a disability, or represent an organisation that provides disability support and service delivery.
- One (1) individual representing the Narrabri Shire Interagency Group.
- One (1) individual representing NSW Health

1.3. Ex-Officio members (voting)

- Mayor.
- General Manager.

1.4. Invites (non-voting) for specific agenda items

- Guests invited to speak on a particular agenda item.
- Other Council Officers may attend meetings of the Committee.

1.5. Chairperson

- The Chairperson of the Committee is to be a Councillor of Narrabri Shire Council.
- The Chairperson's role is to provide leadership and develop a cohesive team ensuring the objectives of the Committee are achieved whilst operating in compliance with statutory requirements and Council Policy.

2. Committee Member Responsibilities

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Council.
- Contribute the time needed to study and understand the business papers provided.
- Apply good analytical skills, objectivity, and judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

3. Operating Procedures

3.1. Quorum

- A quorum of the Committee shall be constituted by the majority of members of the Committee being present at the meeting and shall include at least one (1) Councillor and one (1) Council Officer.
- Ex-officio members are not included for the purposes of calculating a quorum.

3.2. Meetings and Agendas

- The Committee will meet on a quarterly basis, or as otherwise required and deemed necessary by the General Manager.
- A meeting schedule including meeting dates and times will be developed and distributed to Committee members each year.
- No meeting of the Committee shall be held unless five (5) days' notice has been given to all members.
- Where practicable, the agenda together with reports, documents and a list of invitees will be prepared and distributed to all members at least five (5) days prior to the meeting.
- Except as otherwise provided for herein the rules governing meetings and the procedures of the Committee shall, so far as they apply, be those covered by Council (Council's Code of Meeting Practice).
- No items will be dealt with, without notice therefore agendas will not include an item for general business.

3.3. Minutes

- Accurate minutes including attendance records will be kept of each meeting of the Committee. The minutes of the meeting shall be submitted to Committee members for ratification at the next subsequent meeting of the Committee.
- Council will provide a Minute Secretary for the purposes of recording the Minutes of the Committee meetings and for the distribution of Minutes following meetings of the Committee.

3.4. Reports

- The Director will be responsible for specialist reports and all correspondence associated with the Committee.
- Recommendations of the Committee to Council will be by majority.
- Any recommendations of the Committee that require a Council resolution will be reported to Council for consideration.

3.5. Media

- In accordance with the Committee being an operational function of Council, the spokesperson for the Committee is the General Manager of Council.
- Individual Committee members may not issue a media release on behalf of the Committee.
- Individual Committee members are not to make public or media comment; if the media approaches a member of the Committee for comment, the member should refer them to Council.

4. Code of Conduct

- 4.1. Councillors, Council staff and members of Council committees must comply with Council's Code of Conduct in carrying out the functions as Council Officials. It is the personal responsibility of Council Officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in

4.2. Exception for Members

- 4.2.1. Advisory Committee members must declare any conflict of interests 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.
- 4.2.2. Further, Council acknowledges that this is an Advisory Committee and through adopting section 4.1 *Members (voting)* acknowledges that members may from time to time have conflicts of interest in matters before the Committee.
- 4.2.3. Members (excluding Councillors and Council staff) will be required to declare conflicts of interest as per the above requirements; but will not be required to excuse themselves from deliberations. This is in recognition:
1. That the Council seeks comprehensive and inclusive stakeholder consultation through this Committee.
 2. That the Committee is advisory in nature and not a decision-making entity.
- 4.2.4. For the removal of any doubt, Councillors and Council staff must strictly adhere to the requirements of the Code of Conduct.

5. Review Terms of Reference

These Terms of Reference will be reviewed as a minimum in the first twelve (12) months after an ordinary election of Council. Council must adopt any changes to the Terms of Reference.

Dictionary

Word / Term	Definition
Days	Calendar Days

History

Minute Number	Meeting Date	Description of Change
316/2009	April 21, 2009	Reviewed
26/2012	February 21, 2012	Reviewed
210/2013	April 2, 2013	Reviewed