

**TWEED SHIRE COUNCIL
DISABILITY ACCESS ADVISORY COMMITTEE
DRAFT TERMS OF REFERENCE
May 2009**

Tweed Shire Council Disability Access Advisory Committee is appointed to advise Council of community and organisational perspectives on access issues.

Council will provide administrative support for the committee.

All meeting venues will be accessible.

A. OBJECTIVES

1. Provide a forum to address public access issues raised by the community.
2. Provide advice and recommendations for consideration to Council on relevant access issues.
3. Provide advice to Council to assist in raising public awareness of access issues.
4. Provide advice to Council, as requested, on access provisions for major building and development applications.
5. Keep Council informed on disability access issues.

Exclusions:

- Issues such as road infrastructure, traffic management, parking compliance, maintenance of footpaths, lighting, tree lopping or other access issues for which Tweed Shire Council may be responsible should be raised with Council Customer Service staff in the first instance.
- Individual/personal complaints against private organisations which are not the responsibility of Council should be referred to the appropriate peak advocacy body.

B. MEMBERSHIP

To ensure equity of membership, composition of the committee will, as far as possible, be balanced in regard to age, gender, and reflect interest/expertise in a broad range of disability access issues

- A maximum of 8 community representatives including people with disabilities, carers and/or representatives of peak disability organisations. Community representatives may vote on issues before the committee.
- One Council officer from each of the following units may be represented on the committee for technical advice and support. The most senior Council Officer present may vote on issues before the committee.
 - Community and Cultural Services
 - Building Services
 - Planning and Infrastructure
 - Works
- If required, the committee may invite members of the public with special expertise to attend a meeting following prior consultation with Council.

However, such persons shall not be entitled to vote in respect of any issue before the committee.

- Working parties or committee representatives may be established to address specific issues and provide advice to Council.
- Councillors are able to attend and have membership of the committee. Councillors may vote on issues before the committee.

C. APPOINTMENT OF MEMBERS

- Community members will be appointed by Council. Prospective members will be required to submit an Expression of Interest. Members will be selected by Council following assessment of Expression of Interest.
- Committee members are required to comply with Council's Code of Conduct.
- Membership of the committee will cease if absence is recorded at three consecutive meetings without an apology having first been received.
- Should a member resign and a vacancy exist, the committee has the power to recommend a replacement member who is to be approved by Council or a delegated Council officer. Resignations should be in writing and addressed to General Manager.
- The term of office for committee members will coincide with each Council term, unless the committee member contravenes Council's Code of Conduct.

D. MEETINGS

- A minimum of six (6) x 2 hour meetings per year with additional working party meetings as agreed by members.
- Meetings will be held 10am – 12 noon on second Thursday of alternate months, commencing January each year.
- Location of meetings will be alternated between Murwillumbah and Tweed Heads, or as prescribed by makeup of committee.
- All meetings will be conducted in an orderly manner with adherence to Councils Code of Conduct.
- A quorum of the committee shall consist of 6 members. Meetings may proceed without a quorum; however, no recommendations may be made to Council unless a quorum is present.

E. TERM of COMMITTEE

- The term of the committee will coincide with each Council term.
- A Chairperson and Vice-Chairperson will be elected by committee members on an annual basis.

- Representatives may be re-elected into executive positions if no other nominations are forthcoming.

F. TERMINATION OF COMMITTEE and/or COMMITTEE MEMBERS

The committee may be automatically terminated through a resolution of Council. Circumstances which may lead to the Committee's termination include;

- Contravention of Councils Code of Conduct
- Inappropriate behaviour of a Committee members towards a **Council officer or other members of the committee**

Variation to Terms of Reference may be added or amended by resolution of Council.

TWEED SHIRE DISABILITY ACCESS ADVISORY COMMITTEE 2009
DRAFT Application for Membership Form

I _____
(FULL NAME OF APPLICANT)

Of _____
(ADDRESS)

(PHONE, FAX and/or EMAIL)

hereby apply for committee membership of the above named Committee. I understand I will be required to attend regular meetings and comply with the Committee Terms of Reference and Council's Code of Conduct.

If applicable, please state which peak disability organisation you are representing:

Please provide a brief outline of your interest/expertise in access.

Signature of applicant (or carer/spouse if appropriate): _____

Date: _____

Thank you for your Expression of Interest in Tweed Shire Disability Access Advisory Committee. Please post this application form to Maggie Groff, Community Worker Aged & Disability, PO Box 816, Murwillumbah NSW 2484, or fax to 02 6672 4770.

For enquiries, please call 02 6670 2442 or fax 02 6672 4770 or email maggiieg@tweed.nsw.gov.au