



# Terms of Reference

## Armidale Regional Council Access Advisory Working Group

<b>Applies to:</b>	Working Group members
<b>Responsible Stream:</b>	Operations – Local Services
<b>Responsible Officer:</b>	Coordinator People & Community Services
<b>Adoption Date/History:</b>	<i>Version I – August 2009</i> <i>Version II – August 2012</i>
<b>CEO Approval Date</b>	XX Month Year
<b>TRIM File Number:</b>	INT/2017/XXXXX
<b>Review Date:</b>	Month Year

## 1. Establishment

The Community Wellbeing Committee decided in July 2019 to reinstate the Access Advisory Working Group to provide advice on whole of community access issues. A member of the Access Advisory Working Group will act as a representative to the Community Wellbeing Committee.

## 2. Committee Objective/s

1. To promote the benefits of improved access as defined under Section 23 of the Disability Discrimination Act which states “it is unlawful for a person to discriminate against another person on the ground of the other person's disability by refusing to allow the other person access to, or the use of, any premises that the public or a section of the public is entitled or allowed to enter or use.”  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/dda1992264/s23.html](http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/s23.html)
2. To provide advice to the Community Wellbeing Committee regarding public access issues.
3. To provide advice to the Community Wellbeing Committee regarding private access issues ie local business outlets including shopping complexes.
4. To provide advice to the Community Wellbeing Committee on what barriers minority and marginalised groups experience in the community.
5. To lobby state and federal governments on access issues where necessary.

### 3. Membership

The Access Advisory Working Group will comprise of up to ten members and will seek representation from the following community groups:

- a) People with disabilities;
- b) Parents and carers of young children;
- c) People with temporary issues with access that may relate to injury or health;
- d) Seniors;
- e) CALD;
- f) Aboriginal and Torres Strait Islander people;
- g) Representative from local business groups;
- h) Young people;
- i) Local service providers.

The Working Group will ensure to effectively network and collaborate with other stakeholders and agencies.

Membership to the Working Group will be appointed from Expressions of Interest.

If a member of the Working Group misses three consecutive meetings without apologies or good cause their membership will cease.

### 4. Attendance and participation of non members

The Working Group may, at its discretion, invite non-members, observers and advisors to attend meetings to facilitate exchange of information and to provide specialist advice.

The Working Group may decide to form a sub-working group to investigate particular issues in more detail or to work on projects which may be changed by formed by community representatives.

### 5. Chairperson

The Working Group shall elect a Chairperson every two years. The Chairperson may invoke the provisions of the Council's adopted 'Code of Meeting Practice' if deemed necessary for the orderly conduct of meetings.

The Chairperson shall preside at all meetings and shall ensure that all recommendations of the Committee are conveyed to the Community Wellbeing Committee. The Working Group will elect a Deputy Chairperson who shall act in the absence of the Chairperson.

The Chairperson and Deputy Chairperson are community members.

The Working Group may remove the Chairperson or Deputy Chairperson from his/her respective office through a vote of no confidence.

The Chairperson, Deputy Chair or acting Chairperson, is to represent the views of the Working Group.

## 6. Minutes and agendas

The Community Services Department of Council shall provide administrative resources to the Committee. The Minutes shall be distributed to all members and to the Community Wellbeing Committee within 10 days of the meeting being held.

## 7. Meetings

The following procedures shall apply:

- a) Meetings will be held every two months and generally on the first Tuesday of the appropriate month. The Chairperson, on request, may call special meetings with at least 24 hours notice with the written concurrence of a majority of membership;
- b) The Working Group will confirm a time and place of each meetings;
- c) The quorum for the meetings will be 50% plus 1 of voting members to be present;
- d) Agendas and relevant reports will be prepared and distributed no later than one week prior to a meeting.

## 8. Conduct of Meetings - Conflicts of Interest

The Working Group members shall abide by Council's adopted Code of Conduct during all meetings of the group and in all matters relating to their participation in the group.

Conflicts of interest must be declared.

## 9. Changing Terms of Reference

The Terms of Reference will be revised every 4 years or when deemed necessary.

Any changes to the Terms of Reference will be recorded in the minutes and sent to a full Council meeting.