



Access & Mobility Committee

TERMS OF REFERENCE

1. Terms of Reference

1.1 Purpose

This Committee has been established to provide advice and recommendation to Council in relation to issues of access and mobility, particularly as they relate to people with disabilities in the Strathfield local government area.

In formulating advice and recommendation, the Committee will consider:

- The Strathfield 2030 Community Strategic Plan
- Council projects, plans and policies exhibited for public comment, or otherwise relevant to the Committee deliberations
- Matters referred to by Council
- Any other items presented or submitted to the Committee by Council staff or community members.

1.2 Scope and Limitation of Powers

This Committee is an advisory body and members do not have the authority to instruct or direct staff or make decisions on Council's behalf.

2. Membership

2.1 Membership of the Committee is limited to a maximum of eight (8) voting Members

2.2 Up to two (2) members of the Committee are to be Councillors of Strathfield Council

2.3 Up to four (4) members of the Committee are to be community representatives appointed on merit following a call for expression of interest. Community representatives should be able to demonstrate personal experience, and/or qualifications in matters relevant to access and mobility.

2.4 Up to two members of the committee will be local service providers representing disability and aged care

2.5 Up to two members of the Committee are to be staff members of Council, including the Chief Executive Officer or his delegate (Executive Manager Human Services). The role of Council staff is as convenor and to support the administration of the Committee, including the coordination and circulation of agendas and minutes.

- 2.6** Appointment of Councillor representatives will be made biennially or as otherwise required.
- 2.7** In order to appoint community representatives, Council will advertise for expressions of interest biennially or as otherwise required. Any vacancy occurring in membership of the Committee shall be filled, for the balance of the period, in the same manner as other members are appointed.
- 2.8** Other Councillors and staff of Strathfield Council may attend meetings of the Committee in an advisory capacity but will not be voting members.
- 2.9** The Chairperson may at any time issue an invitation to other relevant stakeholders to attend a meeting of the Committee.

3. Chairperson

- 3.1** By virtue of the office the Mayor is ex officio Chairperson of all Committees
- 3.2** The Council may determine to appoint a Councillor (being a member of the Committee) as Chair

4. Quorum

A quorum for a meeting of the Committee shall be a majority of voting members, provided that at least one (1) Councillor representative is present.

5. Voting

- 5.1** Decisions of the Committee are generally to be by consensus
- 5.2** Where a consensus cannot be reached, each member of the Committee shall have one vote, and decisions of the Committee shall be by simple majority.

6. Meetings

- 6.1** Meetings of the Committee shall generally be three (3) times a year, with further meetings to be held as required.
- 6.2** Minutes of each meeting of the Committee shall include details of all matters considered, including any recommendations, and shall be submitted to the next available meeting of Council.

- 6.3** Meetings of the Committee shall generally be held at 2pm, or as otherwise agreed by a majority of members
- 6.4** The venue for the meetings shall generally be in the Main Meeting room in Customer Service, Ground Floor Administration Building

7. Notice of Meeting

Notice for each Committee meeting shall be forwarded to each member at least six (6) days prior to the meeting date.

8. Term

The Committee will be constituted for an initial period of up to two (2) years. Subject to review after two years the Committee will continue to operate until the next local government election or until such time as it is otherwise dissolved by resolution of Council.

9. Tenure

Members of the Committee shall be appointed for a period of up to two (2) years. All members will cease to hold office at each local government election or if the Council resolution is to dissolve the Committee

10. Code of Conduct

All members of the Committee must acknowledge and abide by their responsibilities under Strathfield Council Code of Conduct

11. Amendments to the Terms of Reference

The Terms of Reference for this Committee may only be amended by resolution of Council.

12. Adoption and Review

The Terms of Reference charter was adopted by Strathfield Council on