

03) BLAYNEY SHIRE ACCESS COMMITTEE CHARTER

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Blayney Shire Council

CHARTER



BLAYNEY SHIRE ACCESS COMMITTEE

Role

The primary role of the Access Committee is to:

- address matters arising from the Blayney Shire Pedestrian and Access Mobility Plan.
- advise Council on ways to improve access for people who live, work or visit the Blayney Shire Local Government Area.
- provide specialist advice and support to Council relating to access issues.
- provide an avenue for community members and organisations to raise and address access issues.
- educate and provide information to Council, individuals, organisations and the community on access issues.
- provide input into and work with all relevant organisations and or individuals on access issues.
- inform, lobby and influence relevant organisations and businesses to improve access.

Responsibilities

The Access Committee is responsible for:

- advising and making recommendations to Council on matters relating to access issues, with particular emphasis on actions from the Blayney Shire Pedestrian and Access Mobility Plan.
- advising and making recommendations to Council on matters relating to access issues, with particular emphasis on issues for people with disabilities as defined by the Disability Discrimination Act.
- providing advice and monitoring the implementation of relevant Council programs and policies. Such programs and policies include, but are not limited to: Disability Discrimination Act Action Plan, Access and Equity Policy and People with Disabilities Social Plan.

Membership, Chairperson and Voting

Membership of the Access Committee comprises:

- 2 Councillors (one of whom shall be Chairperson)
- 3 Community representatives
- General Manager (or their delegate) and Council staff as required. Council staff will be ex-officio members.

Meetings

Meetings are to be held on a needs basis as determined by the committee.

A required quorum of 50% committee members will be needed at each meeting.

All operations of the Committee shall be in accordance with Council's adopted code of meeting practice.

Appointment of members

Community members seeking appointment to the Access Committee are to nominate by contacting the General Manager.

Term

The Access Committee shall dissolve at the General Election of Blayney Shire Council. Council may dissolve the Committee at any time, and any authority conferred by Council to this Committee may be withdrawn – either wholly or in part – by resolution of Council.

Communication and Reporting

An agenda will be circulated by post or email to all members of the Access Committee at least one week prior to the meeting.

Matters to be considered must be included in the Agenda for the meeting and must be provided in writing to the General Manager at least ten (10) days before the date of the meeting. The agenda will include an open session for general business where new issues can be raised, and members of the public can speak and be heard.

Formal minutes of the Access Committee will be produced in accordance with Council's Code of Meeting Practice. The mover and seconder of any recommendation are to be recorded.

The main items of business and recommendations will be reported to the Ordinary Meeting of Blayney Shire Council. Council may amend any recommendation or any portion thereof, or may refer it back to the Committee for further investigation.

Code of Conduct and Other Council Policies

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of:

- Council's Code of Conduct – Standards for Volunteers and Community Representation on a Council Meeting;
- Code of Meeting Practice; and

- Other related policies that may be applicable to the operation of the Committee.

