



ACCESS COMMITTEE CHARTER

Role

To provide advice and support to Council relating to access issues.

Responsibilities

The Access Committee is responsible for making *recommendations* and advising Council on:

- matters relating to access issues, with emphasis on issues for people with disabilities as defined by the Disability Discrimination Act.
- matters relating to access issues, with particular emphasis on actions from Pedestrian Access and Mobility Plan.
- the implementation of relevant Council programs and policies.
- PAMP review
- Disability Access Plan Review

Membership, Chairperson and Voting

Membership of the Access Committee comprises:

- 3 Councillors
- 4 Community representatives
- General Manager (or nominee) and Council staff as required (Council staff will be ex-officio members)

Meetings

Meetings are to be held quarterly or by arrangement.

A required quorum of 50% committee members plus one additional member will be needed at each meeting.

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

Voting

Simple majority required (more than half).

Appointment of members

Community members seeking appointment to the Access Committee are to nominate by contacting the General Manager, who will provide a report to Council Seeking approval to appoint members.

Term

The Access Committee shall dissolve at the General Election of Upper Lachlan 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 Council may dissolve the Committee at any time, and any authority conferred by Council to this Committee may be withdrawn – either wholly or in part – by resolution of Council.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 (or nominee) 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 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
- Code of Meeting Practice; and
- Other related policies that may be applicable to the operation of the Committee.