

KIAMA COUNCIL ACCESS ADVISORY COMMITTEE

Terms of Reference

The Kiama Council Access Advisory Committee will act in an advisory capacity.

Aim of the Committee:

The Committee aims to provide a forum for community and organisational representatives of people with a disability to collaborate with Council to address issues of accessibility within the Community.

Objectives of the Committee

- To ensure services and facilities in the community are accessible to those with a disability
- To encourage the establishment and maintenance of access to all existing public use buildings, services and facilities and to ensure their effective use by a person with a disability
- To promote an awareness of the needs of those with disabilities
- To ensure all development proposals in the community are provided with practical and relevant planning and design details

Strategies of the Committee

- To address issues of access relating to public spaces and buildings as they are brought to the Committee's attention
- To review and give comment on development applications, where appropriate, in regard to compliance with Australian Standards relating to access, including adequacy of provision of parking for people with a disability
- Monitor issues relating to street furniture, altering ground levels, public transport shelters, parking, signage and any other factors affecting accessibility for their impact on those with a disability
- To actively demonstrate, by example, Council's awareness of the needs of those with a disability

Frequency

The Kiama Council Community Access Advisory Committee will meet on a bi-monthly basis, with provision for monthly meetings if required.

Duration

The Advisory Committee meetings will take approximately one hour.

Membership and Roles

The Kiama Council Access Advisory Committee will comprise of:

1 x Nominated Councillor representative or Delegate

4 x Council staff Representatives: Manager Community Support & Development; Manager Development Assessment; Manager Design & Development; Road Safety Officer

5 – 7 Community and organisational representatives, comprising a cross section of representation of the needs of people with a disability eg. vision, physical, hearing or age related impairment

Membership will be on an ongoing basis.

The Nominated Councillor representative will be the Chairperson of the Committee.

The Manager Community Support & Development will take the Minutes.

Member Nomination Process

Kiama Council will invite nominations in a variety of ways including advertising for Expressions of Interest in Council's page of the Kiama Independent and direct appointment of organisational representatives to replace staff who are resigning.

Kiama Council Access Advisory Committee will call for nominations to the committee as required to fill vacant positions.

Upon resignation of an organisational representative, a review will occur to determine whether a request will be made to the same organisation to provide an alternate representative or whether there may be other suitable organisations who would like an opportunity to be represented. Upon resignation of a Community Representative, if an organisation does not wish to provide an alternative representative, or if the Committee wishes to seek interest from other organisations, nominations will be sought through Expressions of Interest, advertised by Council.

Quorum

A quorum will be half the full Committee plus one.

Minutes

Minutes will be taken by the Manager Community Support & Development or their delegate.

Minutes will be submitted to the next Council meeting for information.

Recommendations from the minutes requiring Council endorsement will be written as a Report to Council by the Manager Community Support & Development and submitted to the next Council meeting.

A copy of all minutes will be circulated within 2 weeks of the meeting being held.

Orientation and Information

All members of the committee will be provided with a copy of the Terms of Reference of the Committee and a copy of the Kiama Council Disability Access Policy.

Rights and Responsibilities of Members of Kiama Council Community Support Advisory Committee

Each member of Kiama Council Access Advisory Committee has a right to:-

- Expect staff representing the various sections of Council will treat them with courtesy and respect
- Have their contribution heard by other members
- Give constructive feedback and input into the operations of Council in relation to access issues

Each member of the Advisory Committee has a responsibility to:-

- Abide by Council's policies and meeting procedures in regard to issues such as conflict of interest and confidentiality
- Act in accordance with the specified role of the committee
- Conduct themselves ethically and represent the Access Advisory Committee in a positive way
- Attend Access Advisory Committee meetings or, if unable to attend, send apologies;
- Not take action relating to the Access Advisory Committee without the express consent of Kiama Council, including not interfering with the day to day operations of Council staff
- Not discuss confidential issues with people outside of the Access Advisory Committee
- Treat other members of the Committee and Council staff with respect
- Follow Kiama council grievance procedures to resolve any conflict

Termination of Membership

Council management reserves the right to terminate membership in the instance of a serious breach of the above responsibilities.