

Kiama Municipal Council Disability Consultative Group Terms of Reference

Name of Group	Disability Consultative Group
Purpose	To provide Council officers with the opportunity to consult with people with disability about events, consultations and plans so that they are designed to appropriately support people with disability to participate fully.
Objectives	<ul style="list-style-type: none"> • To provide access for individuals/groups to have input into and participate in the preparation, review and implementation of Council's Disability Inclusion Action Plan • To provide advice and support to Council on the development of initiatives that meet the actions within the Disability Inclusion Action Plan • To provide advice and support to Council on providing accessible events across the municipality. • To raise the profile of Council's disability inclusion initiatives in the wider Kiama community • Review any resources, surveys or information related to initiatives in the Disability Inclusion Action Plan that will be distributed to the community and provide input and feedback on their appropriateness.

Committee Meetings	Meetings will be held as required & in consultation with members, but typically in the planning phases of events & consultations.
Venue	Meetings will be held at the Joyce Wheatley Community Centre, Kiama, online or other suitable venues on a as needs basis.
Consultative group structure	<ul style="list-style-type: none"> • Council officers as required • Up to two (2) external organisational representatives • 5 – 7 Community and organisational representatives, comprising of a cross section of representation of the needs of people with a disability eg. vision, physical, hearing, sensory, and/or age related.
Meeting Quorum	A Quorum will be deemed to have been met under the following criteria: <ul style="list-style-type: none"> i. Minimum of 4 community committee members present
Meeting administration	<ul style="list-style-type: none"> • Meetings are to be chaired by a nominated consultative group member as elected by the committee. • Minutes will be taken by a representative of council. • Minutes and agendas will be circulated no less than seven days prior to next scheduled meeting.

Selection of members	<p>When positions become vacant the selection of new consultative group members will be undertaken:</p> <ul style="list-style-type: none"> i. through a public invitation for EOI by applicants ii. by consideration of applications by council officers
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Terms of membership	<p>The informal consultative group term of membership will align with Council terms.</p>
Addressing Unsatisfactory behaviour	<p>Where a (non Councillor or staff) consultative group member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the chairperson will draw this to the attention of the relevant consultative group member and reinforce the required level of conduct. The chairperson will make a written record of this and provide to a relevant council officer for recording. The consultative group member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the consultative group member will be warned formally in writing by the chairperson. Counselling (to be provided by the CEO or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the consultative group members and Council. In addition counselling will reinforce the potential for termination from the consultative group should the behaviour continue. A written record shall be kept of the formal warning and counselling. If the consultative group members' behaviour does not improve after the formal warning and counselling, the consultative group member may, on the recommendation of the chairperson, be terminated by council resolution.</p>
Code of Conduct	<p>At all times Councillors, employees and Council officials must comply with Council's Code of Conduct.</p>