



HOLROYD ACCESS COMMITTEE

TERMS OF REFERENCE

The Terms of Reference of the Holroyd Access Committee are:

- to provide advice and recommendations to Council relating to access issues
- to review and monitor Council's policies as they relate to people with access needs
- to allocate funding for suitable access works based on requests from residents or strategies from Council's Access Policy and Action Plan

GUIDELINES

1. The Holroyd Access Committee will consist of a maximum of ten community members and two Councillors. Ideally the Access Committee will include a range of people with restrictions or limitations in the areas of communication, sensory perception, physical mobility, understanding, and age; as well as people with expertise in access issues, and people with an active interest in disability issues.
2. The term of office for committee members will be two years, and members are welcome to re-nominate for further terms.
3. Nominations will be received in writing on a completed nomination form, and will be reported to Council for confirmation.
4. The Access Committee will meet quarterly and make recommendations to Council where appropriate.
5. The Access Committee meeting will be chaired by a nominated member of the committee on a rotating basis, and Council's Aged / Disability Team Leader will be responsible for the taking and distribution of minutes.

6. Minutes of meetings will be recorded and distributed to committee members, Councillors, and relevant Council Officers, and to interested members of the public upon request. Minutes will also be placed on relevant Council files.
7. It is expected that decisions will normally be made on a consensus basis. Decisions regarding the allocation of funding for works must be stated precisely for inclusion in the minutes.
8. A quorum will be half plus one of current committee members. Members who do not attend two consecutive meetings without apologies will not be considered a current member.
9. Where a quorum is not present the meeting may proceed, with recommendations for decisions being carried forward to the next meeting where a quorum is present.
10. Casual vacancies can be filled at any time following receipt of a completed nomination form and confirmation by Council.
11. Topics for the agenda should be forwarded to Council's Aged / Disability Team Leader no later than three weeks prior to the next meeting date.
12. A copy of the agenda will be distributed to all members one week prior to the next meeting date.
13. The two Councillors appointed to the Holroyd Access Committee have voting rights, however all Councillors are invited to attend Access Committee meetings, to gain information and contribute to the meeting.
14. The meetings will be open to members of the public who may also be given the opportunity to speak, however only endorsed members of the committee may vote on resolutions, should the situation arise.
15. The Aged / Disability Team Leader, the Manager of Community Services, representative(s) from Council's Engineering Services, and representative(s) of Council's Environmental and Planning Services will attend meetings as resource people.
16. Recommendations for amendments or changes to the Terms of Reference/Guidelines can be made at any time provided that suggested changes are noted on the agenda (as per guidelines), a quorum is present at the meeting, and two-thirds of those present support the recommendation. Amendments to Terms of Reference must be approved by Council.