

TERMS OF REFERENCE

Title:	<i>Disability Access and Inclusion Reference Group</i>
Purpose and Role	
<p>The purpose of this Group is:</p> <ul style="list-style-type: none"> To provide a strong link between the City of Wanneroo (the City) and people with disability to improve accessibility and inclusion for people within the City. 	
1. Aims & Functions	
<p>The City's Disability Access and Inclusion Reference Group (the Reference Group) will:</p> <ul style="list-style-type: none"> Provide feedback and advice on issues related to people with disability; Provide recommendations to the City that will benefit people with disability; Broadly engage and communicate the views of people with disability and carers of people with disability residing within the City; and Provide advice regarding strategies for the City's effective engagement and collaboration with the community, including advice on inclusion practices. 	
2. Membership:	
<ul style="list-style-type: none"> The Reference Group shall consist of the following representation: <ul style="list-style-type: none"> Relevant City Officers; City of Wanneroo community representatives who have demonstrated an interest in making the City more accessible and inclusive: <ul style="list-style-type: none"> People with a disability who live in the City of Wanneroo; Carers of people with a disability who live in the City of Wanneroo; and Agency representatives who provide support to people with disability. Community representatives are to be approved by Director Community and Place. Membership shall be for a period of up to two years terminating on the day of Ordinary Council elections, with retiring members eligible to apply. Participating members must comply with the City's Code of Conduct. The Reference Group has authority to invite external guests to provide guidance and advice relevant to access and inclusion objectives and projects. Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring council. 	
3. Chair and Deputy Chair:	
<ul style="list-style-type: none"> The Chairperson will be a nominated City staff member and will preside at all meetings. The Chairperson is responsible for the proper conduct of the group. 	
4. Meeting Procedures:	
<ul style="list-style-type: none"> The Reference Group will meet a minimum of four times each year, with dates to be 	

determined by the Reference Group.

- An emailed meeting notice and agenda will be circulated to the Reference Group members at least 72 hours prior to each meeting.
- Administration shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Reference Group members as soon as practicable after the meeting. The Minutes are to be available for public inspection.

Quorum:

- A meeting will not proceed without a quorum of no less than four community representatives. Every endeavour should be made to achieve a quorum particularly in circumstances where recommendations will be made for Council's consideration.

Administration:

- Administration support for the group will be provided by the City of Wanneroo.

5. Authority of Establishment

6. Delegated Authority:

- The Reference Group has no delegated power and has no authority to implement its recommendations without approval of Council;
- The Reference Group has no delegated authority to commit Council to the expenditure of monies; and
- Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Group:			
Council Minute – Ref:			
Terms of Reference - HPE Ref:			
HPE Container – Ref:			
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	