

TERMS OF REFERENCE

Disability Access and Inclusion Reference Group

Name:	Disability Access and Inclusion Reference Group
Role/Purpose:	To provide a strong link between the City and people with disability by participating in consultation to provide feedback and advice on the implementation of the Disability Access and Inclusion Plan
Aims & Functions:	<p>The Disability Access and Inclusion Reference Group will:</p> <ol style="list-style-type: none"> 1.1 Provide feedback and advice on disability access and inclusion strategies and implementation actions 1.2 Comment on disability access and inclusion issues within the City 1.3 Provide advice regarding strategies for the City's effective consultation and collaboration with community 1.4 Provide advice on the development and review of the Disability Access and Inclusion Plan
Membership:	<ol style="list-style-type: none"> 2.1 The group shall consist of the following representation: <ul style="list-style-type: none"> • The City of Wanneroo's Community Development Officer; • Representatives from the City of Wanneroo community who have a demonstrated 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. • Up to two agency representatives who fulfil community gate keeping roles. 2.2 Membership shall be for a period of up to two years 2.3 Participating Members must comply with the City's Code of Conduct. 2.4 The Reference Group has authority to second individuals from out of group, on a voluntary basis, for their expert advice 2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
Operating procedures:	<ol style="list-style-type: none"> 3.1 Chairperson: <ol style="list-style-type: none"> a) The Chairperson will be the Community Development Officer. b) The Chairperson will preside at all meetings. c) The Chairperson will ensure minutes are typed, distributed to group members and recorded using the City's electronic record keeping system d) The Chairperson is responsible for the proper conduct of the group.

3.2 Meetings:

- a) Meetings shall take place quarterly and/or as determined by the group membership.
- b) An emailed meeting notice and agenda will be circulated to the group members at least 72 hours prior to each meeting.
- c) The Chairperson shall ensure that minutes of all meetings are kept and stored in TRIM, the City's electronic record keeping system, and made available to all group members.

3.3 Quorum:

A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration.

3.4 Administration:

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