TERMS OF REFERENCE

Title:	***Disability Access and Inclusion Advisory Group***

Purpose and Role

The purpose of the Disability Access and Inclusion Advisory Group (the Advisory Group) is:

- To create a strong link between the City of Wanneroo (the City) and people with disability to improve accessibility and inclusion within the City.

1. Aims & Functions

The Advisory Group will:

- Provide feedback and advice on issues related to people with disability;
- Provide recommendations to the City that will benefit people with disability;
- Engage and communicate the views of people with disability and their carers, residing within the City;
- Provide advice on how the City can effectively reach, connect and engage with people with disability; and
- Ensure the group's considerations and advice reflect the experiences of all people with disability, including those from diverse backgrounds and with varying needs, identities, and life experiences.

2. Membership:

The Advisory Group will include members based on the following representation and criteria:

- Relevant City Officers;
- City of Wanneroo community representatives with demonstrated interest in advancing the City's access and inclusion;
- People with a disability who live in the City of Wanneroo;
- Carers of people with a disability who live in the City of Wanneroo;
- Agency representatives who provide support to people with disability;
- Advocates with demonstrated commitment to benefiting people with disability;
- Community representatives are to be approved by Director Community and Place;
- A minimum of 50% of members should be people with disability or their carers, with preference given to people with disability, if nominations exceed the number of places available.
- Representation from people with diverse backgrounds and experiences, including cultural diversity, socio-economic status, age and gender, is strongly encouraged to ensure the group reflects the broader community.
- 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.

- External guests may be invited to provide guidance and advice relevant to access and inclusion objectives and projects.
- Current Elected Members of neighbouring councils are not eligible to participate. Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring council.
- If a member is unable to attend a meeting, they are encouraged to submit comments beforehand. This can be done electronically, in person, or over the phone.
- Membership may be reviewed should a community member be absent for more than three consecutive meetings without reason. Formal notice is required if a member chooses to resign.

3. Chairperson:

The Chairperson will be:

- a nominated City staff member who will preside at all meetings.
- responsible for the proper conduct of the group.

4. Meeting Procedures:

The meeting procedures including quorum and administrative duties are as follows:

- Meetings are set a minimum of four times each year, with dates to be determined by the Advisory Group;
- An emailed meeting notice and agenda will be circulated to the Advisory Group members at least 72 hours prior to each meeting;
- A minimum of three community representatives are required for the meeting to proceed especially when making Council recommendations;
- In person attendance is preferred where possible, however online options can be accommodated if required;
- Administration support for the group will be provided by the City of Wanneroo; and
- Administration is responsible to keep and distribute detailed minutes of meetings to all Advisory Group members as soon as practicable following each meeting.

5. Authority of Establishment

The Disability Access and Inclusion Advisory Group – is established as a Group of the City of Wanneroo by resolution of the Council.

6. Delegated Authority:

The Advisory Group delegated authority are as follows:

- The Advisory Group has no delegated power and has no decision-making authority;
- The Advisory Group has no delegated authority to commit Council to the expenditure of funds; and
- Matters requiring Council consideration will be addressed through specific reports.

Administration Use Only			
Date of Establishment:		09/04/14	
Approved by Group		10/06/25	
Terms of Reference - HPE Ref:		14/189716v4	
HPE Container – Ref:		4098v003	
Operational Procedures - HPE Ref:			
Last Review Date:	June 2025	Next Review Date:	June 2027