

# **INCLUSION AND DISABILITY ACCESS ADVISORY GROUP**

## **TERMS OF REFERENCE**

### **1. NAME**

The name of the group is the Shire of Mundaring Inclusion and Disability Access Advisory Group.

### **2. DEFINITIONS**

“Group” means the Inclusion and Disability Access Advisory Group.

“Council” means the Council of the Shire of Mundaring.

“Shire” means the Shire of Mundaring.

### **3. HEAD OF POWER**

The Group is a volunteer group established by the Shire at its Ordinary Meeting of Council on 12 November 2013 (C17.11.13).

The members of the Inclusion and Disability Access Advisory Group are engaged by the Shire in the capacity of volunteers.

### **4. PURPOSE**

4.1 Advocate for people who are experiencing access and inclusion barriers including people who have mental health issues or psychosocial disability.

4.2 To engage, promote and celebrate the achievements of people with disability and the abilities they have to offer including people who have mental health issues or psychosocial disability.

4.3 Commit to build a truly inclusive community that celebrates diversity and recognises the importance of including everyone.

4.4 Through Shire employees provide comment and advice to Council to remove access and inclusion barriers and raise issues for people with disability and their families, friends and carers.

4.5 To provide a means of communication between people with disability, families, friends, carers community members, Disability Services Commission and National Disability Insurance Scheme.

4.6 Be proactive in monitoring strategies/implementations of the Shire of Mundaring’s Access and Inclusion Plan.

4.7 Assist Council in reviewing the Shire Access and Inclusion Plan.

- 4.8 To examine the implications of current policies and procedures relating to disability access and inclusion issues and when appropriate, report on and or make recommendations to Council.

## **5. MEMBERSHIP**

The membership shall consist of up to 13 persons where backgrounds may generally reflect the following –

- 4 persons who have a disability and reside within the Shire of Mundaring or who utilise the Shire of Mundaring as their local community
- 4 persons who are carers, friends or family of a person with a disability or who have demonstrated advocacy in access and inclusion issues for people disability and reside within the Shire of Mundaring or utilise the Shire of Mundaring as their local community.
- 4 persons who represent a community service organisation that operates within the Shire of Mundaring and provides support for people with disability.
- 1 person representing a person or people who have mental health issues or psychosocial disability.
- 1 Elected Member

## **6. MANAGEMENT OF BUSINESS**

- The Group shall elect its own Chair and determine its own procedures.
- The Group shall meet quarterly, or more frequently as required.
- The Group may invite other persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.
- The Shire will provide administrative and executive support to facilitate the effective functioning of the Group.
- A record of proceedings shall be prepared for each meeting and distributed to all group members within 5 working days after each meeting. The document shall be filed in the Shire's record management system.
- New members will be appointed by a majority of existing members at the next meeting of the committee following receipt of any new nomination(s).

## **7. AMENDMENTS**

The Group may amend these Terms of Reference from time to time.