# Nomination Form

# Access & Inclusion Advisory Group

Do you want to join the City of Mandurah’s Access and Inclusion Advisory Group and help to provide advice on the implementation of the strategies identified in the City’s [Access and Inclusion Plan](https://www.mandurah.wa.gov.au/community/programs-and-activities/access%20and%20inclusion/access%20and%20inclusion%20plan)?

If you would like to join the Advisory Group, please complete this Nomination Form and submit it by no later than **4pm Thursday 30 September 2021.**

Please refer to the Terms of Reference in the **Appendix** before completing this Form.

## Nomination Form Submission

**By post:**

Fiona Allen (Community Development Officer), City of Mandurah, PO Box 210, Mandurah WA 6210

**In person:**

Fiona Allen (Community Development Officer), City of Mandurah, 3 Peel Street, Mandurah WA 6210

**By email:** fiona.allen@mandurah.wa.gov.au

**By phone:** 08 9550 3256

# Nomination Form

# Access & Inclusion Advisory Group

## Your Contact Details

First Name:

Surname:

Home Address:

Email Address:

Home Phone:

Mobile Number:

Work Phone:

Occupation:

## About you

Please provide a short summary of the skills, background and life experience that you feel will contribute to the outcomes of the Access and Inclusion Advisory Group.

|  |
| --- |
|  |

If you have a CV or Resume, you can attach it with your application (no more than 2 pages).

## Declaration

I hereby submit my nomination and declare that all information I have provided is true and correct.

**Signature of Nominee:**

**Date:**

# Appendix:

# Terms of Reference

# Access & Inclusion Advisory Group

## Definitions

“Act” means the [Local Government Act 1995.](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html)

“Council” means the City of Mandurah.

“Elected Member” means a City of Mandurah Elected Member.

## 2. Purpose

To provide advice on the implementation of the strategies identified in the [City of Mandurah’s Access and Inclusion Plan 2021-2026](https://www.mandurah.wa.gov.au/community/programs-and-activities/access%20and%20inclusion/access%20and%20inclusion%20plan).

## 3. Objectives

1. To provide advice and information regarding access and inclusion within the City of Mandurah
2. To be a “go to” group for community members and service providers and others on access and inclusion issues.
3. To ensure information and feedback received by the Advisory Group is consolidated and passed on to Elected Members and Council.
4. To support and provide information into the annual reporting to Council on the City’s [Access and Inclusion Plan](https://www.mandurah.wa.gov.au/community/programs-and-activities/access%20and%20inclusion/access%20and%20inclusion%20plan) and its success in overcoming barriers to access and inclusion.
5. To support and participate in consultation processes with people with disability, their families, carers and service providers.
6. To liaise with City officers responsible for the implementation of strategies and to inform them of the importance of integrating access and inclusion values into their work with the City. Invite officers from different areas within the City to update members on their achievements in disability access and inclusion.

## 4. Nomination Process

Nominees are asked to complete the Nomination Form and submit it no later than the date specified.

Late nominations will not be accepted.

At the close of the nomination period, nominations received will be considered and provided to Council for consideration and selection at the next available Council Meeting.

## 5. Term and Commencement

The term of office commences on the day of appointment by Council and expires on the next ordinary local government election day in October 2023.

## 6. Meeting Details

Meetings of the Advisory Group will be held every two months

Duration: Approximately 1.5 hours

Meeting fees: Nil

## 7. Membership (Eligibility)

The membership of the Advisory Group is as follows:

1. Two Elected Members
2. Ten community member representatives of the following sectors:
* People with lived experience and their support networks
* Disability and community service organisations
* Disability Employment Service (DES) providers
* Education and training sector
1. Three representatives from the following organisations:
* One representative from Department of Local Government, Sport and Cultural Industries
* Two representatives from the local partners of the National Disability Insurance Scheme (NDIS)
1. Supporting Officers (no voting rights):
* Community Development Officer
* Administrative representative (Community Development)

## 8. Tenure of Members

The tenure of Advisory Group Members will be in accordance with [Section 5.11 of the Act](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html).

Nominations to fill vacancies for community representatives shall be called by advertising in the local media and appropriate notice boards. Should more nominations than available vacancies be received, Council shall be asked to consider the recommendation of a report on the matter. In any event, appointments to the Advisory Group may only be made by Council.

## 9. Operation

A review of these Terms of Reference will be undertaken every two years.

Advisory Groups should follow similar principles as Committees. They are however not bound by the [Local Government Act 1995](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html) requirements.

## 10. Expenses

No reimbursement of expenses to Advisory members will be made.

The City’s full **Terms of Reference Policy** is available at <http://www.mandurah.wa.gov.au/>

**For further information about the Advisory Group please contact:**

Fiona Allen

Community Development Officer

Phone: 08 9550 3256

Email: Fiona.allen@mandurah.wa.gov.au