



City of Mandurah

TERMS OF REFERENCE

Access and Inclusion Advisory Group

Originating Section: Governance Services	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regs 1996</i> <i>City of Mandurah Standing Orders Local Law 2016</i>
Reviewer: Governance Services	Delegated Authority: Not applicable
Approved: <ul style="list-style-type: none">• SP.3/10/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.32/12/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.14/7/20 Youth Advisory Group Appointments• G.18/11/20 Youth Advisory Group Terms of Reference• G.7/1/21 Appointment of Community Reps to Access and Inclusion Advisory Group	Other References: <ul style="list-style-type: none">• City of Mandurah Access and Inclusion Plan 2021 - 2026

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ADVISORY GROUP GENERAL TERMS OF REFERENCE

1. Definitions

“Act” means the *Local Government Act 1995*.

“CEO” means the Chief Executive Officer of the City of Mandurah.

“Council” means the City of Mandurah.

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

“Observer” means a person who attends a meeting solely to note the proceedings of the meeting. The Committee may agree to allow the person to speak on a matter. There are no voting rights.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

2. Tenure of Members

- 2.1 The tenure of Committee members will be in accordance with Section 5.11 of the Act. Advisory Groups tenure is of the same direction.
- 2.2 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 Committee or Advisory Group may only be made by Council.

3. Operation

- 3.1 A review of these Terms of Reference will be undertaken biennially.
- 3.2 Advisory Groups should follow similar principles as Committees. They are however not bound by the *Local Government Act 1995* requirements.

4. Expenses

- 4.1 No reimbursement of expenses to Advisory Group/Committee members will be made.

ACCESS AND INCLUSION ADVISORY GROUP

Membership

The current membership of the Advisory Group is as follows:

- a) Two Elected Members
- b) 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
- c) 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)
- d) Supporting Officers (no voting rights):
 - Community Development Officer
 - Administrative representative (Community Development)

Purpose

To provide advice on the implementation of the strategies identified in the City's current Access and Inclusion Plan.

Objectives

- a) To provide advice and information regarding access and inclusion within the City of Mandurah
- b) To be a "go to" group for community members and service providers and other on access and inclusion issues.
- c) To ensure information and feedback received by the Advisory Group is consolidated and passed on to Elected Members and Council.
- d) To support and provide information into the annual reporting to Council on the City's current Access and Inclusion Plan progress and by identifying any new or additional information to be presented in this report.
- e) To support and participate in consultation processes with people with a disability, their families, carers and service providers to update the 2015/2020 Access and Inclusion Plan, gain feedback on progress and its success in overcoming barriers to access and inclusion.
- f) Liaise with City officers responsible for the implementation of the strategies and inform them of the importance of integrating the values access and inclusion into their work with the City. Invite officers from different areas within the City to update members on their achievements in disability access.

Meetings

Meetings are held bi-monthly.