

Access and Inclusion Advisory Group - Terms of Reference

1. Name

The group will be known as the “Access and Inclusion Advisory Group” (‘group’).

2. Purpose

The purpose of this group is to support the City’s commitment to locally-led decision-making and meaningful community participation to create a diverse, inclusive and accessible community.

3. Aims and Objectives

The aim of the group is to offer guidance to the City of Stirling and relevant stakeholders on issues impacting people with disability.

The key objectives of the Advisory Group are:

- To provide advice on the development, implementation and review of the City’s Disability Access and Inclusion Plan
- To make recommendations for improved access and inclusion for people with disability
- To assist in the development and implementation of relevant projects and initiatives; and
- To provide advice on strategic issues and policy development aligned with City priorities

4. Membership

Membership of the group shall include individuals with experience, skills and/or qualifications in disability and will be sought on the basis of achieving a representation of a diverse range of people.

The group will consist of a maximum of 10 community members, with the majority of members having lived experience of disability. Members will be appointed for a two-year term in line with the local government elections.

Nominations are called for community representatives via an advertisement placed in the community newspapers and the City’s website.

If a vacancy within the group occurs during a term, an alternative member may be appointed outside of the standard election period.

Length of service may be considered during appointing membership. Members who have served two consecutive terms (total of 4 years) are encouraged to take a break of a minimum of one term to allow the opportunity for new members to participate.

5. Meeting

The meetings will be held at the City of Stirling Administration Centre although may be held at other sites to assist with understanding or informing a particular issue. The group shall be convened by the City bi-monthly, with a minimum of four (4) meetings per annum.

Sub-groups or working groups may be established as required.

The group will be chaired by a City Director. The chairperson will preside at all meetings and is responsible for the proper conduct of the group. In the absence of the chairperson, a person elected by the quorum will assume the chair. Other relevant guests may be invited to meetings at the City's discretion.

Agenda and relevant reference materials will be provided to members no less than one week prior. Minutes, focusing on key actions will be recorded by a City Officer and circulated following the meeting to all group members.

The City will provide interpreters, information in alternative formats and other appropriate requirements as advised, to support members to participate in meetings.

6. Reimbursement

Members with lived experience appointed to the AIAG who are representing community (and not attending as a representative of an organisation) may be reimbursed for their travel costs and participation at each meeting.

7. Delegation

The group performs an advisory function and does not have any delegated authority.