

TERMS OF REFERENCE

Access and Inclusion Working Group

NAME

The name of the Working Group will be the City of Albany Access and Inclusion Working Group

AIMS AND OBJECTIVES

- To assist with identifying opportunities for improvements to access within the City of Albany.
- To assist with the implementation and review of the City's Access and Inclusion Plan 2023-2027.
- To act as a consultation forum for the City of Albany on any access and inclusion projects.
- To act as a liaison group between the City of Albany and individuals within our community with disabilities and the agencies that provide disability services.

MEMBERSHIP

This Working Group comprises membership representative of:

- City of Albany (Community Development Officer);
- Individuals living with disability;
- Local disability service providers;
- A locally-based Education Support Centre;
- Parents/carers, support workers of persons with disability;
- Representative with mental health expertise; and
- Additional representatives on a temporary, as-required basis.

Members of the City of Albany Access and Inclusion Working Group will be appointed for a two-year term.

MANAGEMENT

- The Access and Inclusion Working Group will be chaired by the City of Albany Community Development Officer.
- The Access and Inclusion Working Group is strictly an advisory and consultation group and as such shall be required to gain City approval if any rules considered necessary for the day-to-day operations of the Working Group need to be implemented or amended.

FINANCE

The Access and Inclusion Working Group will not have the authority or power to commit the Council of the City of Albany or any association, organisation, group or individual to expenditure without City endorsement.

MEETINGS

Meetings will be held quarterly on a day and time suitable to all members. Additional meetings may be called on an as-needs basis.

MINUTES

The Community Development Officer will be responsible for preparing agendas and keeping detailed minutes of all business transacted at each meeting.