

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 the group is to support the City’s commitment to creating a diverse, inclusive, accessible and engaged community.

3. Aims and Objectives

The aim of the group is to offer guidance to City officers and the community on relevant issues impacting people with disability. The group will provide advice on the formulation, implementation and review of the City’s Access and Inclusion Plan, as well as make recommendations for improved access and inclusion for people with disability. Where practicable, the group will work collaboratively with the City and other relevant stakeholders to carry out actions to achieve specified Access and Inclusion Plan goals.

4. Membership

The membership of the group shall include individuals with experience, skills and qualifications in the field and will be sought on the basis of achieving a representation of a diverse range of people. The group should consist of no fewer than five people, with a maximum of 10 community members, who will be appointed for a two year term in line with the local government elections. If a member fails to attend three consecutive meetings of the group, their appointment shall be automatically terminated unless leave of absence has been granted. The membership of the group shall be drawn from:-

- Residents of the City of Stirling who are able to contribute expertise and advice on disability; and
- Individuals from disability service organisations and/or disability support groups operating within the City.

The Director Planning and Development and the Access and Inclusion officer will also be members of the group.

5. Meetings

The meetings will be held at the City of Stirling Administration Centre. The group shall be convened by the City as and when required, but should meet no fewer than four times per year.

The Director Planning and Development is to chair the meetings. Local Department of Communities representatives and other relevant guests may be invited to meetings at the City’s discretion.

The City will provide interpreters, information in alternative formats and other appropriate requirements as advised to support members to participate in meetings. (Members requiring assistance with transport to meetings should contact the Executive Assistant or Access and Inclusion Officer.)

6. Minutes

Notification of the meeting and an agenda shall be provided one week prior to the meeting to all group members, relevant Councillors and City officers. Minutes, recorded by the Executive Assistant of Planning and Development, shall be circulated following the meeting to all group members, relevant Councillors and City officers.

7. Delegation

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