

# CITY OF KWINANA

## ACCESS AND INCLUSION WORKING GROUP

### TERMS OF REFERENCE

*Kwinana will be a place “Rich in Spirit and Alive with Opportunity” - by creating an accessible community in which information, services, facilities, programs, decision-making processes and other activities are open and available to all residents.*

#### Purpose

The Access and Inclusion Working Group (AIWG) has been established to:

- Provide comment on relevant City of Kwinana plans and strategies including the Disability Access and Inclusion Plan 2012-2017 (DAIP)
- Advocate for the mobility and other special requirements of people.
- Provide representative input/advice on items referred to the working group by City of Kwinana administration, including but not limited to relevant development applications, plans for special events, identified City-initiated projects or programs, and proposals for works on City-managed property

#### Members

- At least one elected member
- City of Kwinana staff including at least one Director, at least one Community Development staff member, at least one Building Services staff member, at least one Engineering staff member and at least one Statutory Planning staff member
- Three or four City of Kwinana residents with disabilities, and/or parents/carers/advocates; and at least one seniors' representative
- Two representatives from industry relevant service providers
- New members may be invited by the City
- The AIWG may also invite specialised advisors and/or assistants, as required

#### Operating Procedures

- The AIWG shall meet bimonthly or as required on the second Tuesday of every second month starting January at 4:00pm.
- Agendas will be circulated as far in advance of each meeting as is practical, preferably at least 10 working days prior
- Meetings will be chaired by a City of Kwinana elected member
- The quorum shall be at least one elected member, three community/service provider representatives and a City officer.

- The AIWG shall where possible make recommendations by consensus, with a simple majority vote by members being an adequate alternative
- Notes are to be taken by a council officer at each meeting and forwarded in the most suitable format to all members and all City Directors as soon as possible after the meeting
- The AIWG has no delegated power and has no authority to implement recommendations

Criteria for referral of items

- To avoid the problems associated with a rigid system of referrals, City staff from the AIWG will regularly liaise with the Statutory Planning Services, Technical Services, and Community Development Departments and seek out development applications/other items of potential interest. Items for primary consideration will be works and/or events proposed for the public realm, and works and/or events proposed for private land which will significantly affect the public realm.

Definitions

ACCESS	The term is used broadly and can be considered to reflect the absence of environmental and/or social barriers to the full participation of people with special mobility requirements and/or people with disabilities in the community
DAIP	The City of Kwinana’s Disability Access and Inclusion Plan 2012-2017
DISABILITY	Any condition that restricts everyday activities which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of these impairments.