Disability and Carers Advisory Group

TERM November 2025 to October 2027

Group Members

Name	Representing	Email Address	Telephone
Cr Lisa Cooper	Councillor Delegate		
	Community Member living with a disability		
	Community Member living with a disability		
	Local Organisation providing disability services		
	A community member with an interest in access and inclusion of people with a disability		
	A community member with an interest in access and inclusion of people with a disability		
	Local Organisation providing disability services		

Deputy Member

Name	Representing	Address	Telephone
Cr Sue Bilich	Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Freya Ayliffe	A/Manager Place & Community Experience		
	Technical Officers as required		
Ruth Chodorowski	Place Lead Kalamunda, Lesmurdie & Gooseberry HIll		
Ruth Chodorowski	Secretary		
Mpumi Sibiya	A/Coordinator Place & Community		

Disability and Carers Advisory Group

Terms of Reference
November 2025

1. Name

The name of the Group shall be the Disability and Carers Advisory Group.

2. Purpose

To advise and make recommendations to Council, on a range of strategic issues which affect the quality of life of people with disability, their families and carers living in and visiting the City of Kalamunda.

3. Objectives

To support the goals of being a community that cares for its frail, aged and people living with disability through:

a. Considering provision of services, facilities and programs for people living with disability, their families and carers and visitors to the City of Kalamunda.

b. Considering issues pertaining to the implementation of the Disability Access and Inclusion Plan (DAIP).

c. Seeking to identify any opportunities to improve inclusion and reduce social isolation for all community members.

d. Provide advice and recommendations to Council in respect to disability, disability services and improvement of access.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.
Strategy 1.1.1 -- Ensure the entire community has access to information, facilities and services.
Strategy 1.1.2 - Empower, support and engage all of the community.
Strategy 1.1.3 - Facilitate opportunity to pursue learning.

Objective 1.2 - To provide a safe and healthy environment for community to enjoy. Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Objective 1.3 - To support the active participation of local communities.
Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.
Priority 3: Kalamunda Develops
Objective 3.1 - To plan for sustainable population growth.
Strategy 3.1.1 - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

Priority 4: Kalamunda Leads

Objective 4.2 - To proactively engage and partner for the benefit of community. Strategy 4.2.1 - Actively engage with the community in innovative ways.
Strategy 4.2.2 - Increase advocacy activities and develop partnerships to support growth and reputation.

5. Membership

a) Qualification to be a Member

Appropriate skills, knowledge or interest in disability access and inclusion.

a) No. of Members

A total membership of eight, appointed by Council and comprising: -

a. One Councillor.
b. Up to five community representatives with a disability or who have experience and interest in access and inclusion of people with disability.
c. Up to two organisations providing services to people with disability.

b) Deputy Members

Each Group shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor.

c) Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

d) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

a. will not participate in the business of the Group.
b. will not be present when items of confidentiality are presented or discussed by the Group.

e) Resignation or Termination of Membership

a. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Group may choose to recommend to Council that the member is removed.
b. A Group member may resign from membership of the Group by giving the Chief Executive Officer or the Group's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a Group following a Council election.

c) Scheduling of Ordinary Meetings

The Group shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the Group.

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

i. A majority decision of the Group
ii. The presiding member of the Group
iii. By at least 1/3rd of the members of the Group

A Group may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Group.

e) Quorum

A quorum shall consist of at least one half of the appointed members.

f) Disclosure of Interests

All Group Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.
City of Kalamunda Officers supporting the Group do not have voting rights.

h) Agendas and Minutes

i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Group.
iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to Group meeting for sign off.
v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
vi. Agenda items along with any supporting papers are to be sent to the Group members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
vii. Late or urgent agenda/business items may be accepted for consideration by the Group by the Presiding Member.
viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
x. All recommendations made by the Group will be reported to Council for consideration.
xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administration

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Group. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon the operations of the City.

The City will put forwards reports and recommendations from Advisory Groups for consideration.