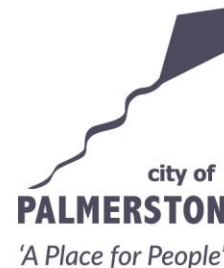


TERMS OF REFERENCE



DISABILITY INCLUSION ACCESS PLAN WORKING GROUP

1. Background

Palmerston's Community Plan outlines a vision of a community that is diverse, vibrant, welcoming, and safe for all people. An essential part of achieving this vision is that people with disability have equal access to participating in all aspects of community life – as employees, students, business owners, parents, customers, clients, patrons, volunteers, colleagues, friends, and neighbours.

City of Palmerston's first Disability Inclusion and Access Plan adopted a social model of disability, which recognises that a community is made up of people with many abilities and that it is barriers that exist within societal attitudes, practices and structures, that restrict and prevent equity and inclusion, not an individual's impairment.

The review of the current Disability Inclusion and Access Plan provides residents, businesses, community groups, and organisations with the opportunity to reassess goals, priorities, and actions to ensure City of Palmerston remains a diverse, vibrant, welcoming, and safe for all people of all abilities.

2. Purpose

The Disability Inclusion and Access Plan Working Group (hereafter referred to as "the Working Group") is established to support the development, implementation, and review of the Disability Inclusion and Access Plan (DIAP) for City of Palmerston. The plan will ensure that people with disabilities have equitable access to services, infrastructure, and opportunities within the community.

The Working Group will provide a collaborative platform for local government representatives, community groups, residents, and other stakeholders to provide input and feedback, guiding the development of the DIAP in a way that is inclusive, accessible, and responsive to the needs of people with disabilities.

3. Objectives

The objectives of the Working Group are to:

- Develop a Disability Inclusion and Access Plan that aligns with local, state, and federal policies on disability inclusion and accessibility.
- Ensure the inclusion of a broad range of perspectives, particularly those from people with disabilities and their representatives living in Palmerston.
- Provide guidance on policies, strategies, and initiatives to remove barriers to accessibility and improve inclusion for people with disabilities in the local community.
- Engage with and consult the wider community to ensure the plan reflects the needs of all residents, especially those with disabilities.
- Monitor and review the implementation of the DIAP, ensuring ongoing improvements and adherence to the goals of the plan.

4. Scope of Work

The Working Group will be responsible for:

- Advising City of Palmerston on key issues affecting people with disabilities in the local community.
- Identifying barriers to accessibility and inclusion in public spaces, services, and programs.
- Reviewing the current DIAP and recommending areas for improvement or revised focus.
- Providing input on strategies for community engagement and consultation during the development and implementation of the DIAP.
- Supporting the establishment of measurable objectives and key performance indicators (KPIs) to assess the success of the DIAP.
- Assisting with the dissemination of the DIAP and encouraging feedback from the wider community.
- Monitoring the implementation of the plan and reviewing progress on achieving key goals.

5. Timeframe

Phase 1: Review the Current Plan – 1 month

- Evaluate the successes, challenges, and gaps in the existing DIAP and its delivery.
- Analyse current data and research on disability inclusion and access needs in Palmerston.
- Identify key barriers to disability inclusion, participation, education, and employment in the Palmerston area.

Phase 2: Consultation and Stakeholder Engagement – 2 months

- Facilitate consultation with people from the community with disability and lived experience to ensure their voices are central to the new plan.
- Engage with local representatives, disability services, employers, and community leaders to gather diverse perspectives.

Phase 3: Develop the New Disability Inclusion and Access Plan – 1 month

- Create a Disability Inclusion and Access Plan that is tailored to the needs and aspirations of people with disability in Palmerston.
- Ensure the new plan incorporates strategies for addressing issues such as access to services, civic engagement, economic participation and employment opportunities, digital inclusion, and community, leisure and social participation.
- Set clear, measurable goals for improving outcomes for people with a disability in Palmerston, with an emphasis on inclusion, diversity, and sustainability.
- Present a draft Disability Inclusion and Access Plan. for community consultation and feedback.

Phase 4: Endorsement, Launch and Implementation – 1 month

- Support the new Disability Inclusion and Access Plan for endorsement by Council.
- Attend a formal launch event and promote the published Disability Inclusion and Access Plan.



- Advise on the implementation of the actions identified in the Disability Inclusion and Access Plan.

Phase 5: Monitoring and Evaluation - Ongoing

- Develop a framework for tracking the implementation and impact of the new Disability Inclusion and Access Plan.
- Identify key performance indicators (KPIs) and mechanisms for periodic review and reporting.

6. Membership

The Working Group will consist of representatives from the following:

- Local Government Representatives: Key staff members from City of Palmerston, including the community services and infrastructure departments.
- Community Groups: Representatives from local disability advocacy organisations, service providers, and other community groups that support people with disabilities.
- Residents: Individuals with disabilities who live in Palmerston and/or caregivers, family members, and other residents impacted by disability-related issues.

The membership should reflect the diversity of people with disabilities, including those from different age groups, cultural backgrounds, and types of disability. People with disability includes people of all ages who have physical, cognitive, sensory, social/emotional disability, people who are deaf or hard of hearing and people who are blind or visually impaired. People with lived experience includes people with disability, parents, friends and family members of people with disability, people who have lived or are living with episodic disability and those who work with people with disability.

Specialists will be engaged at strategic points throughout the DIAP development to support its alignment to industry best practice in the fields of accessibility, urban planning, transport, and other relevant disciplines.

7. Roles and Responsibilities

- Chairperson: A chairperson will be appointed from within the Working Group to oversee meetings, ensure the agenda is followed, and facilitate discussions.
- Members: All members are expected to actively participate in meetings, contribute to the development and review of the DIAP, and represent the interests and views of their respective organisations or communities.
- City of Palmerston: City of Palmerston representatives will provide logistical and administrative support to the Working Group, including organising meetings, preparing reports, and ensuring the plan aligns with local policy and budget constraints.

8. Meeting Schedule and Duration

- The Working Group will meet once to review DIAP, provide feedback, and discuss key issues. Further meetings will be determined based on the needs of the group and the timeline for developing the DIAP.
- Meetings will be held in a fully accessible manner, and the timing and location will be chosen to ensure maximum participation.





9. Decision Making

- The Working Group will continue until the DIAP is developed and can remain involved during implementation and review.
- The Working Group will operate based on consensus. Where consensus cannot be reached, decisions will be made by a majority vote.
- In cases where a decision may affect the broader community, public consultation may be undertaken to ensure transparency and community buy-in.
- The elected Council of City of Palmerston will have the final decision-making power on adoption of the DIAP, and any decision to implement actions or initiatives.

10. Reporting and Accountability

- The Working Group will provide regular updates to City of Palmerston on its activities, progress on the DIAP, and any emerging issues or concerns.
- A final report outlining the recommendations for the DIAP will be presented to Council for approval and endorsement.
- City of Palmerston will monitor the implementation of the DIAP and may call upon the Working Group to provide feedback on progress and suggest adjustments as needed.

11. Confidentiality

- Members of the Working Group may be privy to confidential or sensitive information related to the development and implementation of the DIAP. All members are required to maintain confidentiality regarding such matters unless explicitly agreed otherwise.

12. Review and Amendments

- The Terms of Reference will be reviewed after the first three (3) months of the Working Group's operation to ensure that they remain relevant and effective.
- Any amendments to the Terms of Reference will be made by consensus and must be approved by City of Palmerston.

13. Support and Resources

- City of Palmerston will provide administrative and logistical support, including meeting venues, materials, and other resources necessary for the functioning of the Working Group.
- Members of the Working Group will be provided with appropriate training and orientation to ensure they have the knowledge and skills required to contribute effectively to the group's work.

14. Approval and Adoption

These Terms of Reference were adopted by the City of Palmerston and the Disability Inclusion and Access Plan Working Group on **DATE**.

Chairperson

City of Palmerston

