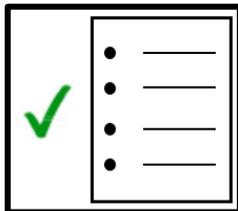




Rules for the Access and Inclusion Advisory Group

City of Belmont



Easy English April 2020

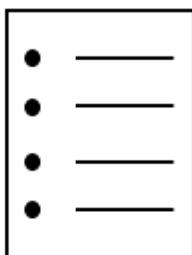


In this book

This book is about the **Access and Inclusion Advisory Group**.



We will call it the Group.



We will tell you about the **Terms of Reference** for the Group.

We will call the Terms of Reference the Rules.

We will tell you about 7 things



1. What words mean page 4



2. What the Group is for page 6



3. What the Group will do page 7



4. Who will be in the Group page 8



5. Group meetings page 11



6. What the Group members will do ... page 12



7. What the Group will not do page 13



1. What words mean



We use some **hard words** in this book.

We will tell you what they mean.

We call



- people who live in the City of Belmont the **community**



- a person from the community a **Community Member**



- the City of Belmont the **local government**

We call



- the people who look after the local government the **Council**. The Council makes the rules for the local government.

We call



- the people who work in the local government the City of Belmont **Officers**. We call them **staff** too.



2. What the group is for

The Council needs the Group to



- help the Council to make important decisions.



- make sure the Council spends its money to help people with a disability in the City of Belmont



- make sure the Council tells other groups about what our community needs



- make sure the Council talks about things with the people. A **forum** is a meeting where people can tell us about things. Like the City of Belmont's Access and Inclusion Plan. We call this the AIP.



3. What the Group will do

The Group will



- make sure the local government helps people with a disability



- tell people in the community about what we do



- help make plans for the City of Belmont.
Like the City's Access and Inclusion Plan.



4. Who will be in the Group

In this section we tell you about the people in the Group. We call them **members**.

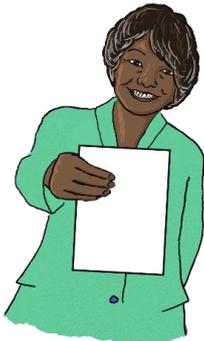
There will be 20 members in the Group.



Members can stay in the Group for 2 years.

How we will choose members

You can tell the Council if you want to be a member. You can ask for a form. The form is called an **Expression of Interest**.



City of Belmont staff read the expressions of interest. The Chairperson also reads them.



Then they choose which people will be community members.



We want



- people who live in the City of Belmont



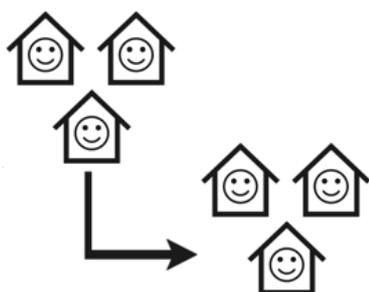
- people from agencies who help the community



- Council members

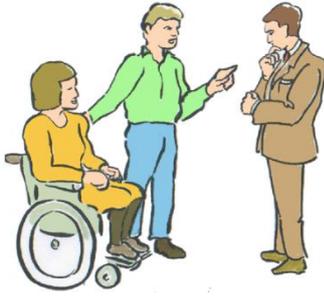


- City of Belmont staff who know about disability



- Sometimes we ask members from other communities.

Who will run the Group



Members will choose a Chairperson.

The Chairperson is the leader of the Group.



Members will choose a Deputy Chairperson.

The Deputy Chairperson is the leader

if the Chairperson is away.



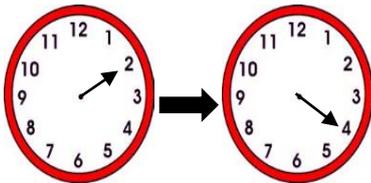
5. Group meetings

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Meetings will happen every 2 months.



Meetings take 2 hours.



All members must try to come to meetings. The Group can not make decisions if too many members do not come.



6. What the members will do

The Group has a list of what the members should do. We call these the **Advisory Group Guidelines**. You can ask for the Guidelines.



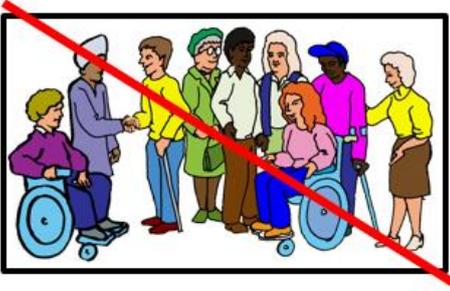
Sometimes the Group will ask members to be on another group. These are called **Working Groups**. A Working Group will study special things about disability.



The Group must follow Council rules.

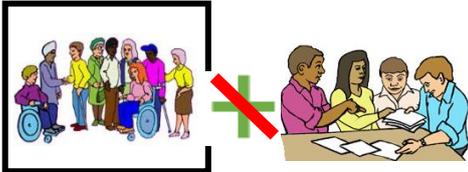


The local government can tell the Group to change what they are doing.



7. What the Group must not do

The Group



- must **not** agree to do things with other Groups

- must **not** use the City of Belmont's logo for themselves



- must **not** tell the newspapers or TV things about the Group or the local government.

This is called a **media release**.

The local government will make all the media releases.



The local government can tell the Group to stop.



More Information

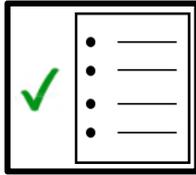
The City of Belmont can give you the original
Terms of Reference document in



- electronic copy



- hardcopy in large print
- hardcopy in standard print.



The Accessible Information Service at VisAbility
wrote the Easy English.

April 2020.

www.visability.com.au

access@visability.com.au

Images

We used images from

- Inspired Services
- The Noun Project
- Aiga
- Dreamstime