



Easy English information from Central Coast Council

Terms of Reference for the Access and Inclusion Reference Group

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About this book

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How to use this book

We have written this book in an easy to read way.
We use pictures to explain some ideas.

In this book, 'we' means Central Coast Council.

Hard words



This document has some hard words.

- The hard words are in **blue**
- We will write what the hard words mean.

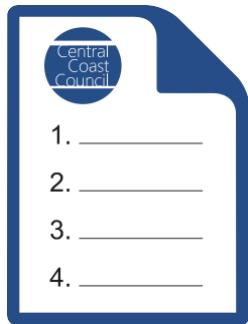
You can get help with this book



You can get someone to help you

- read this book
- understand what this book is about
- find out more.





Central Coast Council has a **Disability Inclusion Action Plan**.

We call it a Plan.

It goes from 2021 to 2025.



The plan is about what Central Coast Council can do so people with disabilities can be more included in **community life**.



Community life is what a group of people living in the same place can all do.



We need to have a plan because it is the law.

Council has a group who guide us to action the Plan.



The group is called the Access and Inclusion Reference Group.

This book has the rules for how the group will work.

Why we made the group



We want to know what people need so they can join in community life more.

The group is so you can tell us what you need.



We want some of these people on the group:

- people with a disability
- people who help people with a disability

What the group will do



The group will help Council do the actions in the plan.

The group will help us know:

- what is the best way to make it easy for people with a disability to do things
- what groups help people with a disability
- who else could help us

The group will help us make sure that people with a disability can always be on the groups.

The group will tell us the **facts** about the best ways for people with a disability to join in community life more.



Facts are things we know are true.

Who can join the group



The people on the group will be people who ask to join and tell Council on the form why they want to be on it.

The people would be:

- people with a disability
- family
- carers
- people from the community
- people from workplaces that are for people with a disability



Council will choose the people on the group from the people who ask to join.

Another different work group might help your group in between meetings.

Coming to the meetings



Only people on the group can come to the meetings.

But other people can talk at the meeting if the group helper says they can.



If you are on the group you should come to all the meetings.



If you do not come to 3 meetings you might not be allowed on the group any more.



Your carer can come to the meetings with you.

But your carer can't be on the group or part of the meeting.

Your carer is there only to help you.

The group helper



The group helper will be someone from the Council.

The helper will do these jobs for the meetings:

- decide who else can come
- write what the group talks about.

The helper will make sure everyone can come to the meeting place.

The helper will make sure everyone gets the right **information** for the meeting.



Information is things that you need to know that will help you be on the group.



The helper will make sure everyone can understand the information.

The group leader



The group leader will be someone from the Council.

They will be in charge of the meeting.

The leader will decide what happens at the meeting.



If the leader is not there the group helper will be in charge of the meeting.

Voting



Voting means when you choose something based on what you think.

The group is to tell the Council what you think.

Sometimes the people on the group will all **agree** about something.



Agree is when you all say the same about something.

When the all the people on the group agree about something then the group leader will tell the Council.

Number of people for a meeting



The group can have a meeting even if only some of the people on the group can come.

Sometimes there might not be very many people at the meeting.



Then the leader can choose to talk about some things another time and change when the meeting is on.



When the group will meet

The group will have a meeting 4 times every year.



What the group will talk about

The group helper will decide what to talk about at the meetings.



Writing what the group talks about

The group helper will write down what everyone talks about in a document.

The helper will send the document to the Council.



The Council will keep the document in their computer.



Who will manage the group

The group helper will manage the group and the meetings.

How the group must behave



The group must **respect** each other.

Respect means listen to each other and be kind.

You must try to decide what is best for people with a disability living in the community.



You must decide together with the group and work with each other in a positive way.

When the group will stop



The group will stop when the Council says so.