



Wyndham Disability Services Network - Terms of Reference - November 2023

Background

The Wyndham Disability Services Network (the Network - WDSN) was originally established to link support groups within the City of Wyndham. However, over the years and with the introduction of the NDIS service providers and organisations are now the majority of members on the network.

Values of the Network

The Network values the contribution people with a disability make to the Wyndham community. The network acknowledges the vision that was developed with Wyndham community members that states that:

“People with disability, our families and/or carers experience dignity, respect and inclusive access to opportunities and services. Our voice is respected, we have control over our lives, and disability pride and diversity are celebrated.”

Whence network members ascribe to the following values:

- The rights of people living with disability
- Social inclusion, justice and equality
- Mutual respect
- Bringing value to the table

Each member of the Network will be:

- Treated with respect and integrity



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- Able to speak openly and honestly
- Have their opinions valued; and
- Be able to raise any issues concerns or achievements that relate to the aims of the Network

Purpose of the Network

The Wyndham Disability Service Network aims to:

- Be a platform where members can network with each other about their own programs and/or activities
- To connect members for possible collaborative activities on local projects and/or activities
- To provide a collaborative advocacy response to relevant issues
- Share information around changes in disability legislation, available services and funding
- Provide shared opportunities for training if possible
- Engage the Brotherhood of St Laurence as they deliver NDIS through Local Area Coordination and Early Childhood Early Intervention services

Membership of the Network

Any person with responsibility or interest in promoting a whole of life approach to access and inclusion of people living with disability in Wyndham is eligible to become a Network member. This includes individuals, organisational representatives and people who work in a paid or voluntary position.



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Meetings

- Bimonthly meetings will be held on Tuesdays or Thursdays of the scheduled month, where possible
- Meetings are for one and a half hours in duration between 10am – 11.30am
- Meetings will alternate between online and face to face to provide members with opportunities to engage more wholly based on their schedules

Agenda and minutes and related documents will be circulated before and after the meetings. Members are invited to nominate agenda items, submit ideas, information and propose projects to be discussed.

Meeting invites will not be sent out, it is the responsibility of each member to add the meeting schedule to their calendars.

Meetings will not be cancelled in advance in the event of low responses for attendance. The group on the day will determine whether the meeting proceeds.

Role and responsibilities:

Chair

The chair will work in conjunction with the Wyndham City Council to develop agenda content for meetings and will convene the meetings. The Brotherhood of St Laurence will undertake this role for the first 12 months of



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these Terms of Reference and an evaluation will occur yearly on the chair following year.

Administration

Wyndham City staff will provide administrative support, and this includes:

- Be the first point of contact for people applying to join the Network and supply Network information to eligible people
- Work with members and the Brotherhood of St Laurence to develop the agenda content for meetings and ensure that they are sent out to members

If a member is absent for a meeting and wishes to have a specific issue placed on the Agenda, they should contact Wyndham City staff before the meeting.

Role of Members

Members will:

- Contribute to the development of the agendas for meetings
- Participate in the decision-making processes of the Network eg training ideas, working group establishment
- Be open to work with other members on projects; and
- Facilitate promotion of relevant Network information with organisational contacts (with interest in Wyndham)



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If a member is unable to attend a meeting, consideration must be given to nominate another person from their organisation to attend in their absence.

Decision Making Process

The Network will make decisions on a consensus basis. Where this is not possible, differing perspectives will be recorded in the minutes.

It is recognised that not all members will be able to attend all meetings. If there is additional information or perspectives that need to be considered in relation to a minuted issue, action or concern, members are asked to contact Wyndham City staff.

Some decisions and activities will be advanced over email and/or the MS Teams channel and at separate meetings if necessary.

Communication with Members

Network communication must be effective and use available technology in order to support members.

The process to circulate information between members outside of meetings is via the WDSN MS Teams Platform, only agendas and minutes will be circulated via email.

All members are encouraged to share their activities/ events/programs using the available platform.



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Working Groups

Network Working groups will be established as needed and must be time-limited and action oriented. Each working group will have a convenor that will be responsible for reporting to Network meetings.

Review of Terms of Reference

These Terms of Reference will be reviewed biannually. The next review is due in October 2025.

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