

Disability Inclusion Advisory Panel 2021 - 2022

Terms of Reference

Introduction

The Disability Inclusion Advisory Panel (the Panel) will inform and advise Council on the development of the Council's *Disability Inclusion Action Plan (DIAP) 2022 – 2026*. This plan sets the strategic direction of Council with regard to matters affecting people with disability, including reducing and removing barriers for people with disability and fostering a more accessible and inclusive Burwood community.

All councils in NSW are required to develop a Disability Inclusion Action Plan (DIAP) under the *Disability Inclusion Act 2014*.

Purpose & Functions of the Panel

The Panel will commence operation in November 2021 and will conclude with the adoption of the Council's new DIAP in June 2022.

The Panel will have the following functions:

- Actively participate in the development of Council's Disability Inclusion Action Plan (DIAP) 2022 – 2026.
- Provide advice to Council with regard to policies and programs relating to the needs of people with disability.
- Raise emerging issues relating to people with disability, including barriers to access and inclusion.
- Provide input on Council initiatives that seek to enhance the inclusion and accessibility of Council's infrastructure, facilities, events, services, programs, systems and information for people with disability.

Panel Structure

The Panel will comprise the following members:

- Up to 10 people with disability or carers of people with disability who live within the Burwood LGA. A majority of panel members must be people with disability.
- Council's Group Manager, Community Library and Aquatic Services who will chair the meetings.
- Council's Aged and Disability Officer who will support the Panel and take minutes of the meetings.

Other experts from within Council or the community can be invited to attend as required.

Nominations

An open expression of interest for community representatives will be invited through Council's community networks and communications channels.

Selection Criteria

Applications will be assessed in accordance with the selection criteria below, which have been adapted from the Community Advisory Committees Procedure for Selection of Community Representatives.

Applicants must:

1. Reside within the Burwood Local Government Area and be a person with disability or a carer of a person with disability.
2. Demonstrate a high level of experience, expertise and/or interest in issues affecting people with disability, such as access and inclusion.
3. Be willing to attend meetings and be available to spend time volunteering to work on issues identified by the Panel.

The Panel does not have the authority to co-opt anyone else to its membership without the approval of the General Manager.

Proceedings

- Meetings will be held at least bi-monthly.
- Agendas will be prepared by the Aged and Disability Officer and disseminated to the Panel at least five working days prior to meeting inviting feedback.
- Meetings will be held at Council offices and/or online if required.
- Decision making at meetings will generally be by way of consensus.
- Panel meetings shall be conducted in a spirit of cooperation and mutual respect, and members must adhere to Council's Code of Conduct (to be circulated).
- Technical experts and specialists may be invited to attend meetings to provide advice when required, including representatives from local disability services.

Minutes

Minutes will be taken and disseminated to the Panel by Council as soon as practical after each meeting.

Review

The Panel will be convened to complete the work required for the development of Council's *Disability Inclusion Action Plan (DIAP) 2022 – 2026*. Once the DIAP has been adopted by Council the Panel will be disbanded, unless otherwise approved by the General Manager, in which case a new Terms of Reference will be required.

Team Responsible

Community Development – Contact the Group Manager, Community, Library and Aquatic Services on 9911 9943 for further information.