

Terms of Reference - Disability Inclusion Advisory Panel

Purpose of the Panel

The Disability Inclusion Advisory Panel (the Panel) will inform and advise Council in relation to matters that may have an impact on residents, workers or visitors to the Burwood Local Government Area (LGA) who have lived experience with disability, and their families and carers.

The Panel will have the following functions:

- Actively participate in the implementation of the Disability Inclusion Action Plan (DIAP).
- 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 or work within the Burwood LGA. A majority of panel members must be people with disability.
- Council's Coordinator Community Development who will chair the meetings.
- Council's Community Projects Officer (Diversity and Inclusion) who will support the Panel and take minutes of the meetings.

Other experts from within Council or the community may 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 or work (in a paid or voluntary capacity) 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.
4. Undertake to communicate and engage with the disability community.

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 quarterly.
- Agendas will be prepared by the Community Projects Officer (Diversity and Inclusion) and disseminated to the Panel at least five working days prior to meeting.
- 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 Terms of Reference will be reviewed every two years.

Team Responsible

Community & Culture – Contact the Community Projects Officer (Diversity and Inclusion) on 9911 9889 for further information.