



Rules for Local Research Advisory Group



For the **Inclusive Community Planning Research Project**



By Queensland University of Technology

We will say **QUT**.

And chosen local regional Councils



* Clarence City Council Tasmania

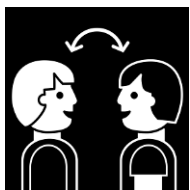


* Gympie Regional Council Queensland

EASY READ Version 2020



This factsheet has some hard words. The first time we write a hard word, it is in **bold**. We will say what the hard word means.



About the research



The research is about making **inclusive community** for people with disabilities.



When we say **community** we mean the area where you live.

For example, you live in Clarence City Council area.



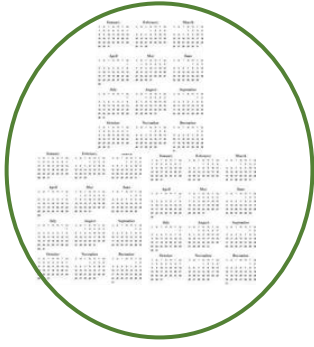
When we say **inclusive** we mean you have the same opportunities to do things in your community like everyone else.



The research is by QUT



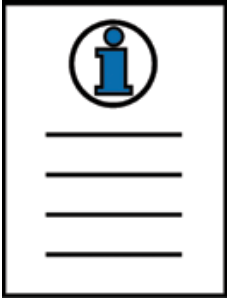
The researcher is Dr Lisa Stafford



The research is three-year. From 2020 to 2022.



This project is funded by the Australian Research Council.



What this information about?

This information is about the rules for QUT's new Voluntary Local Research Advisory Group.

We will say the **Advisory Group**.

This advisory group is only for the Inclusive Community Planning Research Project by Dr Lisa Stafford.

An **Advisory Group** is a group of people, called **members**.

We call the rules for the Advisory Group the **Terms of Reference**.

The Terms of Reference say

- what the advisory group will do
- how the advisory group will work.

In this factsheet we talk about 4 things.



1. Why QUT wants the Advisory Group



2. Members of the Committee



3. Advisory group meetings and activities



4. The way the advisory group will work

1. Why QUT wants the Advisory Group



In this section we tell you

- what an Advisory Group is
- what the Advisory Group will do
- why QUT needs the Advisory Group.

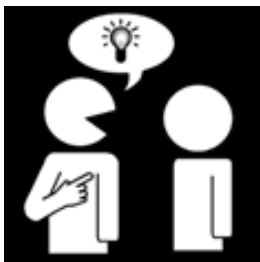


An Advisory Group is a group of people, called **members**.



The **members** will help people with a disability have a say in the research project.

The advisory group will tell QUT



- **ideas to try**



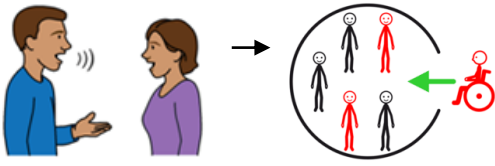
- **what works**



- **what does not work well**

What the Advisory Group will do

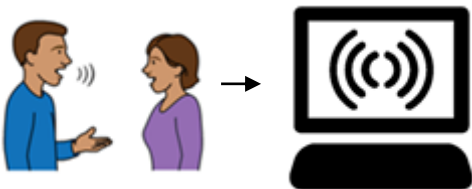
The Advisory Group will



- tell ideas to better include people with a disability in activities

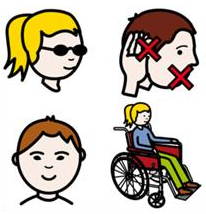


- talk to local people and local groups about QUT's research



- tell ideas on ways to contact people so they know about the research.

Why QUT needs the advisory group



QUT needs the advisory group to help all people
with a disability to tell us



What makes an **inclusive community**



What **helps** make inclusive community for people with
disabilities



What **doesn't help** make inclusive community for people
with disabilities



Your ideas to make communities better, more inclusive



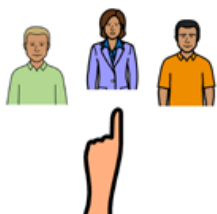
2. Members of the advisory group

In this section we tell you about the people on the advisory group. We call the people on the advisory group **members**.

We tell you

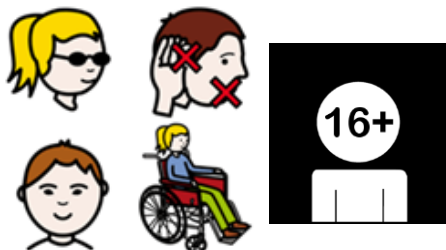
- who will be on the advisory group
- how QUT choose members
- what members should do
- when QUT can ask a member to leave the advisory group

Who will be on the advisory group

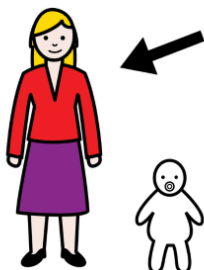


QUT will choose the members.

We want



- people with a disability 16 years and older



- family members of children with disabilities 15 years and younger

Members **must** live in one of the local communities



- Clarence City Council Tasmania

OR



- Gympie Regional Council Queensland



The role is **voluntary**. This means members **do not** receive money for being a member.



Members **will** receive a \$50 gift card per year.



Members will be on the advisory group for three years.

Other members

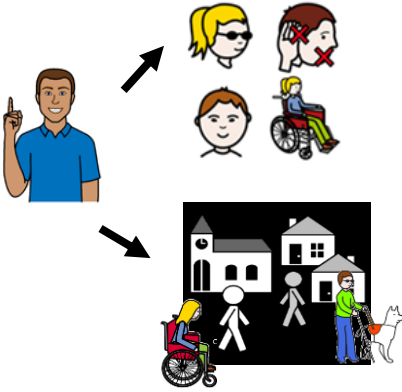


- Council staff who know a lot about disability and planning will be on the advisory group.

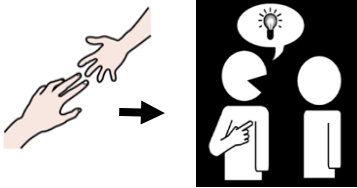


We need members who are:

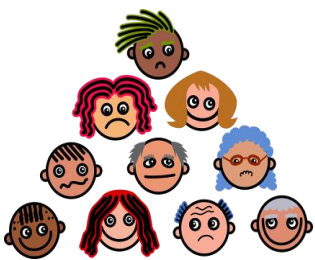
- interested in inclusive communities



- know about disability and inclusion



- want to help people with a disability have a say



- come from different backgrounds

For example, people who are different ages



- are confident talking to people and groups.

How QUT will choose members



QUT will tell people in each local council about the advisory group.

For example post on the project website

<https://www.inclusivecommunityplanning.com/>



or talk to ABC local radio.



Council will assist QUT with this. For example, post information on council's Facebook page.



QUT will ask people to tell them they want to be a member. We call this an **Expression of Interest**.

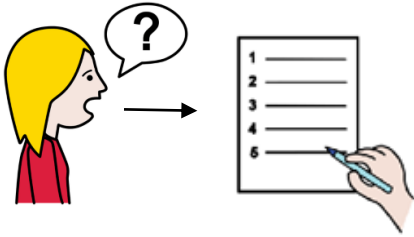
You can:



- access the Expression of Interest form from internet

<https://www.inclusivecommunityplanning.com/local-research-advisory-groups>

OR



- ask for an Expression of Interest form

You can contact the researcher, Dr **Lisa** Stafford.



Email lisa.stafford@qut.edu.au



Phone 07 3138 4595



QUT will decide

- which people will be members



What members should do

Members should

- be honest
- want to talk to people and community groups about the research
- follow **QUT rules**. For example a member **must only** do activities with QUT's OK.



Members must tell the advisory group if they have a **conflict of interest**. This is when you make a decision that is

- good for you
- unfair to someone else.



What Advisory Group members can't do

Members **must not**:

- use project money
- say yes to doing things without QUT's OK
- try to take over or hurt the project.
- speak to media about the project.



When QUT can ask a member to leave the Committee

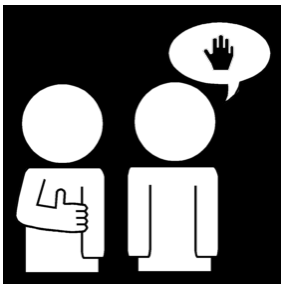
QUT can ask a member to leave if they

- do **not follow the rules**
- do **not respect** other members.



Respect means to treat people in a way that

shows you care about what they



- think
- feel.



3. Advisory Group tasks

In this section we tell you more about
the Advisory Group tasks



One task is to attend a meeting.

We tell you

- when the meetings will happen
- who will run the meetings
- what members will talk about

We will also tell you about other tasks.

Advisory group meetings



Meeting will happen at important times.

A member will participate in one meeting per year

- for two to three hours
- at a chosen council setting
- occur in the afternoon, evenings, or weekends.



Meeting Attendance

Each member will receive a \$50 gift card per year.

Who will run the meetings



The chairperson will be QUT's research Dr **Lisa** Stafford

The Chairperson will:

- run the meetings.
- will make sure members respect other members.

What members will talk about

Agenda	
1	_____
2	_____
3	_____
4	_____

Before meetings QUT will write an **agenda**.

An agenda says what members will talk about.

Minutes	
	_____

After meetings QUT will write **minutes**.

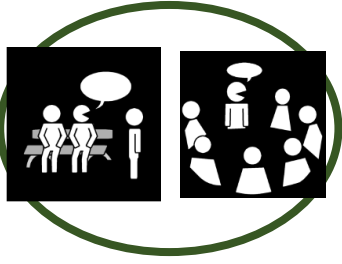
Minutes say what members

- talked about
- decided.

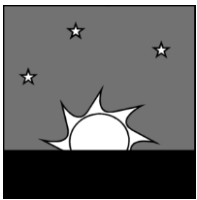
Other advisory group tasks.

Members may be asked to

- talk to local people and groups
- attend local events. For example tell people at your local market about research. **QUT** and the advisory group **must OK** these activities first.



- share ideas with members using email or videoconference.



- Activities may occur in the afternoon, evenings, weekends.



How QUT will talk to members

Dr **Lisa** Stafford QUT send members information in the year.



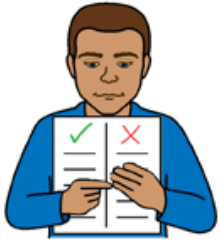
Insurance for members

Insurance is an agreement where someone pays amount of money, and if something bad happens, they may get money to help them.

QUT has insurance to protect members doing advisory group activities if something bad happens. Like falling over and hurting yourself when coming to advisory group meeting.

Only activities QUT says are OK are protected. For example, QUT says it's okay for a member to go to their local market to tell people about the research.

Members **are not** protected for any other activities.

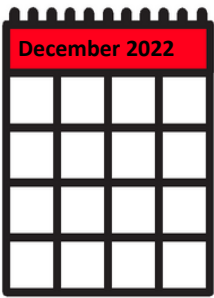


Review

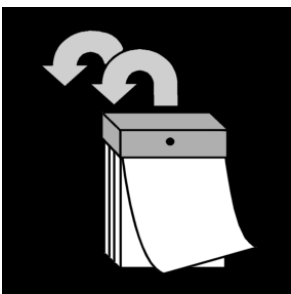
QUT may review and amend these Terms of Reference at any time.



How advisory group can stop



The advisory group will end December 2022.



The advisory ground may end before if

- The advisory group can say that it wants to stop.
- QUT can tell the Committee to stop.

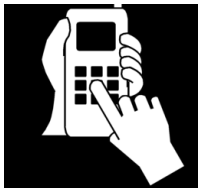


More Information



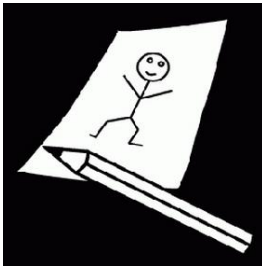
You can contact the researcher, Dr **Lisa** Stafford.

Email lisa.stafford@qut.edu.au



Phone 07 3138 4595

Images



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VOLUNTARY LOCAL RESEARCH ADVISORY GROUP
- TERMS OF REFERENCE
INCLUSIVE COMMUNITY PLANNING FOR PEOPLE WITH
DISABILITIES IN REGIONAL AREAS RESEARCH



Background
The purpose of this research project is to identify how we can better plan communities to be more
inclusive of people with disabilities in regional areas. The research is a three-year project that will be
occurring from 2020 – 2022.

This form is based on the Terms of References for

Advisory Group for the Inclusive Community Planning

Research Project January 2020.

<https://www.inclusivecommunityplanning.com/local-research-advisory-groups>