

# 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.

Local Research Advisory Groups are established to provide localised knowledge and input to inform inclusive community planning project across three regional areas (Clarence City Council Tasmania, Gympie Regional Council QLD, Scenic Rim Regional Council QLD).

This project is funded by the Australian Research Council under DE190101512 - ARC Discovery Early Career Researcher Award (DECRA).

## Advisory Group Role and Aims

Local Research Advisory Groups are voluntary groups established in each area to provide local knowledge and input. Each Local Research Advisory Group will help to maximise participation of people with disabilities by:

- Providing feedback on research tools at each phase of the project
- Providing input on ways to best engage locally
- Providing ideas on enhancing participant voices within the scope of the research project
- Facilitating relevant linkages within networks and the broader sector to support the promotion of the project
- Promoting research events, initiatives and programs. Take an active role in encouraging participation and volunteering at such activities.

## Constraints on the Role of the Advisory Group

The Local Research Advisory Groups do not have the power to:

- Expend moneys on behalf of the project
- Commit the project to any arrangement
- Direct QUT staff or Council Officers in the performance of their duties

## **Membership Protocol and Expectations**

### **Membership**

Membership comprises of:

- Chairperson - Dr Lisa Stafford, QUT
- Community Representation - Up to five people who identify as a person with disability/ chronic health illness/ mental health illness (16 years and older) or a family member to a child (15 years or younger) with a disability.
- Council Officers - this may include community development/ planning staff

### **Membership Criteria**

- Must identify as a person with disability/ chronic health illness/ mental health illness (16 years or older) or identify as a family member to a child (15 years or younger) with a disability.
- Be a resident of the relevant Local Council Area. Consideration will be given to nominees that reflect a diversity of townships within the Local Council Areas.
- Have a passion for access, inclusion and future community planning.
- Willingness to contribute knowledge and experiences in discussions.
- Be available a minimum of once a year for a two - three hour meeting over a three-year period. Be prepared to be involved in any additional meetings and email correspondence if necessary, including via video or teleconference.
- Can work constructively with other people in a group and community environment.

### **Appointment of Members**

Members will be sought through an Expressions of Interest process, which will be publicly advertised. Members will be selected based on their ability to support the Role and Aims of the Local Research Advisory Group and suitability against the membership criteria listed above. QUT may also seek and appoint community members to address identified gaps in representation (e.g. young people, diversity of council area). Following the closure of nominations, an assessment panel from QUT will convene to select voluntary representatives to fill Local Research Advisory Groups.

### **Activities and Meeting Frequency**

- The Local Research Advisory Group will participate in one yearly two – three hour meeting at chosen council setting aligned with the delivery of key research phases.
- Members may be involved in additional community based activities only as agreed to by QUT (e.g. promotion of project at local market), and email correspondence, including via video or teleconference.
- It is anticipated volunteering will occur in the afternoon or evenings.
- Lisa Stafford QUT will provide project updates throughout the year.

### **Principal Responsibilities of the Reference Group**

- To attend Local Research Advisory Group meetings as required
- To undertake agreed tasks as determined at Local Research Advisory Group meetings
- To work with QUT or external parties in relation to events or initiatives

## Insurance

QUT holds appropriate insurance to cover the activities undertaken by QUT and the associated Advisory groups. The QUT public liability & volunteer accident policies will only cover volunteers within the scope of the QUT approved activities associated with the advisory group.

## Term

The Local Research Advisory Group will be established from 2020 for a three year term until 2022.

A community member may resign at any time in writing to the Chairperson.

If a member fails to act in accordance with the Local Research Advisory Group Terms of Reference, QUT has the right to terminate their membership.

## Operational Matters

### Meeting Protocol

Members must ensure their conduct at meetings contributes to the success and effectiveness of the Local Research Advisory Group. Members must abide by the following:

- respect the right to involvement and views of other members;
- participate openly and honestly and not make improper use of information or their position;
- not engage in any conduct, or behave in any manner, which may discredit the Local Research Advisory Group (both within and outside the meeting).

### Meeting Attendance

Each voluntary member will receive a \$50 gift voucher for their participation per year.

Where unable to attend a scheduled meeting, it is expected that a member will advise the Chairperson of their inability prior to the meeting (via phone or email). In the occasion that there is foreseen to be low attendance of community representatives within a meeting, the meeting will be rescheduled.

## Media

Local Research Advisory Group members must not make any public statements on behalf of the Local Research Advisory Group or statements relating to the views or involvement of other members in the Local Research Advisory Group. QUT has responsibility for media liaison for the Local Research Advisory Group.

## Review

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