



## **Terms of Reference – Co-Design Panel**

The Shire of Harvey's Co-Design Panel will provide access and inclusion advice regarding relevant Shire projects and developments. This advice will ensure that new projects and developments meet the needs of people living with a disability and older community members within the Shire's community.

The Shire will establish a diverse Co-Design Panel membership with a broad range of skills and lived experience that will provide advice across the following key areas:

- Infrastructure;
- Building design and development;
- Placemaking;
- Playgrounds and recreation areas;
- Activities and events;
- Shire services and service delivery;
- Inclusive design principles; and
- Marketing and communications.

### **Co-Design Model and Process**

The Shire of Harvey's co-design model is designed to offer a flexible and streamlined approach by implementing communication methods that are most suited to the project and co-design member/s being consulted with on a case-by-case basis.

Surveying and evaluation of this model is to be undertaken as part of the nomination process. The data collected during this survey will identify the most appropriate communication (MAC) methods for the consultation process.

The management and implementation of the Co-Design Panel will be supported by the principles of Policy 3.1.8 - Community Engagement which aims:

- To encourage participation from a broad and relevant stakeholder representation;

- To minimise barriers to participation through the use of engagement methods that are agile, inclusive and appropriate;
- To make relevant information readily available, accurate and easy to understand;
- To allow sufficient time for stakeholders to participate;
- To clearly state any associated limitations or constraints;
- To listen to stakeholders and provide feedback about how the information gathered is to be used to inform the outcome;
- To allocate appropriate resourcing for the development and implementation of effective and efficient stakeholder engagement.

### **General Terms of Reference**

- 1.1. The Co-Design Panel is not a formal Committee of Council created under s5.8 of the *Local Government Act 1995*.
- 1.2. The Co-Design Panel has no delegated authority to make decisions on behalf of Council.
- 1.3. Co-Design Panel meetings will be held as often as necessary to perform the objectives of the group using the MAC method of communication.
- 1.4. The CEO will determine other members in accordance with the specific terms for the Co-Design Panel.
- 1.5. The Chairperson of the Co-Design Panel is to be nominated at the first meeting.
- 1.6. The quorum for the Co-Design Panel will be one more than 50% of the membership.
- 1.7. Strategic and policy recommendations of the Co-Design Panel will be reported to Council for decision.
- 1.8. Management and operational recommendations of the Co-Design Panel will be reported to the CEO for decision.
- 1.9. The Shire of Harvey will provide an appropriate venue for Co-Design Panel meetings.
- 1.10. That representative membership be a maximum of 15 members.
- 1.11. The previous members of the Co-Design Panel can renominate by providing written advice to the CEO.

### **Specific Terms**

- 1.12. Role of the Group
  - i) To provide advice and insights on Shire projects and developments based on lived experience of disability and/or professional experience, and the experience of older community members.

- 1.13. Membership of the Group
  - (1) The Shire of Harvey CEO or delegate.
  - (2) Director Community and Lifestyle.
  - (3) Director Corporate Services.
  - (4) Director Infrastructure Services.
  - (5) Director Sustainable Development.
  - (6) Manager Place.
  - (7) Up to 15 Community Representatives.
- 1.14. Responsible Directorate
  - (1) Community and Lifestyle.
- 1.15. Administrative Support
  - (1) Community and Lifestyle.

### Strategic Objective

This Terms of Reference aligns to the following strategic directions of the Shire of Harvey’s Strategic Community Plan:

	<p><b>Connected communities</b>          A connected community is resilient. People have opportunities to come together and celebrate success and to support one another in creating a sense of safety, well –being and belonging.</p>
	<p><b>Effective civic leadership</b>          Effective civic leadership is visionary and influential. It means listening to the community, balancing competing demands, making fair decisions and acting with integrity.</p>