Disability Reform Implementation Stakeholder Committee – Summary of Roles and Responsibilities

Acknowledgements

Queenslanders with Disability Network (QDN) acknowledges the Traditional Owners of the lands on which we work. We pay our respects to the Elders – past, present and emerging – and acknowledge the important role Aboriginal and Torres Strait Islander people continue to play within the community.

QDN also acknowledges people with disability who have come before us and died in institutional settings, as well as those who are still trapped in institutions or silenced by institutional practices. We take on the responsibilities of being clear about the rights of all people with disability and, where necessary, speak in an informed and considered manner, for those who cannot speak for themselves.

Background

QDN was engaged to develop the Queensland Disability Stakeholder Engagement and Co-Design Strategy (Strategy) as a priority action of the Queensland Disability Reform Framework. The Queensland Disability Reform Framework was designed as an initial framework for disability reform in Queensland, including a response to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (Disability Royal Commission) and as an initial response to the Independent Review of the National Disability Insurance Scheme (NDIS Review). The Strategy establishes structures to put people with disability and stakeholders at the heart of reform processes through co-design. QDN is leading the implementation of the Strategy, including the establishment of this new Committee.

Purpose

The purpose of the Disability Reform Implementation Stakeholder Committee (DRISC) is to have a cross-sectional body that brings people with disability, advocacy organisations, service providers, peak bodies, key community and government representatives and relevant statutory office holders together to consolidate and provide advice and guidance to the Queensland Government in collaboration with the Disability Reform and Implementation Interdepartmental Committee (DRIIC).

DRISC will have an advisory, monitoring, and facilitation role specifically related to the implementation of the Queensland Disability Stakeholder Engagement and Co-Design Strategy (Strategy). Under the Strategy, the initial focus of stakeholder engagement will be the disability reform agenda under the Queensland Disability Reform Framework, including Disability Royal Commission and NDIS Review recommendations that Queensland Government has responsibility for. It will also include other significant disability inclusion policy work, including State Government responsibilities under *Australia’s Disability Strategy 2021-2031*; and other disability reform processes. DRISC will also ensure effective coordination as required with the Brisbane 2032 Olympic and Paralympic Games (Brisbane 2032) Games Venue and Legacy Delivery Authority.

DRISC will support DRIIC by:

* Providing advice on implementation planning for the disability reform agenda in Queensland, including on the prioritisation and timeframes for stakeholder engagement on the design and/or implementation of specific reforms
* Providing advice to DRIIC to inform government decision-making on disability reforms
* Facilitating effective co-design activity on disability reforms through active participation and involvement
* Providing advice in the development and implementation of Disability Service Plans related to disability reforms and other work as required within agreed workplan arrangements.

Governance

The DRISC does not have decision-making authority, however, will provide input to Government through the DRIIC. The DRISC may be asked to prepare updates to the DRIIC, the Queensland Disability Advisory Council (QDAC), the Queensland Carers Advisory Council (QCAC), and other groups relating to disability reforms.

Principles

* Lived experience of people with disability is valued.
* It is acknowledged that people with disability have many other identities independent from their disability which will impact on their experiences.
* We value diversity, culture and respect human rights and dignity.
* We recognise and support the needs, experiences, and perspectives of all people with disability and Aboriginal and Torres Strait Islander peoples.
* We support equity in the design and delivery of services and reforms that impact all Queenslanders with disability, their families, and carers.
* Advice provided will be evidence based and informed by the engagement and co-design activities that occur under the Strategy.

Membership

DRISC will be Co-chaired by representatives from QDN and the Department of Families, Seniors, Disability Services and Child Services (DFSDSCS).

Membership will include:

* **Disability lived experience Representatives:** Individuals with lived experiences of disability, representing diverse types of disability and families/carer role, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, women, children and young people, LGBTQIA+, people living in regional, rural and remote communities, and harder to reach cohorts.
* **Disability Sector Representatives Organisations:** Representatives from disability community, disability provider sector, advocacy, and peak body organisations.
* **Government Representatives:** Senior officials from relevant government departments and statutory bodies engaged in disability policy and service provision or coordination.

Key functions

***Implementation of disability reforms:***

* Provide advice to DRIIC to inform Queensland Government decision-making on the prioritisation and implementation of disability reforms in Queensland. This includes key areas of work under each reform, key policy questions for each area of work, key risks/challenges, key opportunities, and key stakeholders.
* Ongoing role in continuing to review priorities and identify emerging issues based on sector level monitoring via the Hub and providing advice back to DRIIC if priorities or implementation design and delivery need to shift.
* Review implementation actions across government departments on the progress of the disability reforms and ensure key themes from the community and government learnings are applied.
* Provide advice to DRIIC on potential impacts of proposed reforms and recommend appropriate responses.
* Ensure that the voices of people with disability are amplified in the reform prioritisation process.

***Stakeholder Engagement:***

* Provide effective communication and engagement between the government and the disability sector and the Hub.
* Monitor the progress of engagement and co-design initiatives linked to disability reform being undertaken through the Hub.
* Ensure transparency in the engagement and co-design process and reporting back to the community via the Hub.
* Be a supportive forum that builds a shared sense of mutual understanding of the reform process.
* Communicate key information provided by Queensland Government about the disability reforms to ensure people are kept informed and updated.
* Ensure the inclusion and participation of Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people and/or harder to reach cohorts through targeted outreach and in reach engagement strategies.

***Monitoring and Advice:***

* Monitor the progress of implementation of the Strategy to ensure engagement activities and outcomes align with the principles and objectives of the Strategy.
* Identify any opportunities, emerging issues or concerns with the implementation of the Strategy and advise DRIIC on appropriate responses.
* Review and provide feedback on draft proposals, reports, and other key reform program documents.
* Receive advice from DRIIC on disability reform progress.
* Provide advice to DRIIC that is reflective of voices of people with disability, carers and supports as well as sectoral insights from the Hub.

***Data collection and continuous improvement:***

* Ensure that data collection and analysis processes in relation to Strategy implementation, are inclusive and consider the diverse needs and voice of people with disability.
* Provide advice to DRIIC on methods to incorporate continuous feedback and iterative improvements in the reform process.
* Provide advice to DRIIC to inform the development of evaluation frameworks to measure the effectiveness and impact of the reforms.

Roles and responsibilities

### Responsibilities of Co-chairs

* Provide leadership for the DRISC.
* Development of the agenda for each meeting with assistance from QDN as Secretariat
* Chair meetings of the DRISC to ensure smooth running of meetings and effective and constructive communication.
* Present at DRIIC meetings and other engagement groups related to disability reforms.
* Develop quarterly report for the DRIIC.
* Manage issues and conflicts that arise in the governance and operation of DRISC.

### Responsibilities of DRISC members

* Deliver on the key functions listed above.

### Responsibilities of QDN as Secretariat:

* Coordinate DRISC meetings, activities, and the overall meeting schedule.
* Provide DRISC members with the meeting schedule at the beginning of each calendar year.
* Coordinate member accessibility and other support needs.
* Support the development of DRISC meeting processes, papers, and meeting agendas.
* Call for agenda items from the DRISC six weeks in advance of meetings.
* Provide DRISC members with agenda and papers at least one week prior to meetings.
* Administer member payments.
* Develop meeting minutes and reports to provide to the DRIIC.
* Ensure DRISC reporting is submitted to the DFSDSCS capturing the process and feedback for input into reform planning.
* Follow up on actions arising from meeting minutes, within secretariat resources and workload capacity, including liaison with the DFSDSCS and other government agencies.
* Ensure an annual report is prepared and submitted to the DFSDSCS on progress of actions and advice, feedback on key issues, emerging issues and implementation progress.

### Administration and operational considerations

* Optional Subcommittees**:** Support the establishment of departmental/portfolio subcommittees or working groups as required for specific focus areas, such as domains like transport, education, health, and housing.
* Reporting**:** Receive regular reports on key reform initiative activities from DRIIC and the Hub (Community), findings, and recommendations to both the government and the broader community and provide a reform pulse response that is reflective of voices of people with disability, carers and supports as well as sectoral insights from the Hub.
* Advisory group**:** QDN will establish a Project Delivery Steering Group (PDSG). The PDSG will deliver advice, feedback and expertise to support DRISC to operationalise and monitor delivery of the Strategy. Membership of the group will be drawn from project delivery partners.

The DRISC will play an important and trusted role through its representation to ensure that the disability reforms are well-informed, inclusive, and reflective of the needs and aspirations of the disability community, while respecting the boundaries of the governmental decision-making process.

Meeting attendance and frequency

* Meetings will be held quarterly including ad hoc additional meetings as required in key stages of the strategy including establishment.
* A quorum will be comprised of one of the Co-chairs (or acting Chair) and at least one more than half of the members. If a quorum is unable to be formed, urgent issues may be addressed, and decisions made out of session through the Co-chairs.
* Two meetings per year will be held online.
* Two meetings per year will be held in-person in Brisbane CBD.
* Proxies will be considered for government agency representatives, including statutory bodies.
* Out of session work may be required including attendance at working group or subcommittee meetings. Members who are being remunerated to participate in DRISC (i.e. people with lived experience) will be remunerated accordingly for any additional attendance or out-of-session work.

## Remuneration

Members who are not engaged as member of DRISC as part of their paid employment role will be remunerated for meeting attendance and meeting preparation in line with QDN sitting fees. This will include costs for travel and accommodation for in-person meetings.

## Confidentiality

Members of the DRISC may receive draft information and/or documentation that has not been approved by the Queensland Government. Members are to acknowledge their responsibility to maintain confidentiality of all information that is not public domain.

Information discussed is considered confidential unless otherwise stated by the Co-chairs. Information is not to be shared or commented on in public or to the media.

## Conflicts of Interest

DRISC members must declare any conflict of interest, whether actual, perceived or potential, to the Co-chairs at the earliest opportunity, for transparent and effective management.