

WWDA LEAD National Summit Co-Design Committee

Terms of Reference 2022

Introduction

In 2020 WWDA received funding from the National Disability Insurance Scheme's Information, Linkages and Capacity Building (ILC) Program to deliver a new project called WWDA LEAD – Lead, Engage, Activate and Drive.

The WWDA LEAD project is focussed on promoting and advancing the leadership, agency, autonomy, human rights and freedoms of women, girls, feminine identifying, and non-binary people with disabilities, both individually and collectively.

One of the key deliverables of the WWDA LEAD project is the delivery of a National Leadership Summit in 2022, which brings together WWDA members from across the country

Background

In 2016, WWDA held a National Disability Summit for women and girls with disability in Australia. The 2016 Summit was held in person in Melbourne and brought together women and girls with disability from around Australia to identify the issues that were affecting them, identify solutions, prioritise actions, and engage actively and directly with representatives from the Australian Government on issues relevant to Australian women and girls with disability.

The Forum included a specific focus on the strategic priorities affecting women and girls with disability, including:

- Violence against women and girls with disability.
- Leadership, participation, and decision-making.
- Economic empowerment.
- Sexual and reproductive rights.
- Aboriginal and Torres Strait Islander women and girls with disability; and,
- Young women and girls with disability.

As part of the WWDA LEAD project, WWDA has committed to replicating the success of the 2016 summit in empowering women, girls, feminine identifying, and non-binary people with disabilities to be advocates and leaders.

Due to the impact of the COVID-19 pandemic and the importance of ensuring that the summit is accessible to a broad range of women, girls, feminine identifying, and non-binary people with disabilities; WWDA staff have made the decision to hold the WWDA LEAD summit online, rather than in person. The WWDA LEAD National Summit will be held in November 2022.

Role of the Co-Design Committee

To ensure that the Leadership Summit is organised for and by women, feminine identifying and non-binary people with disability, a Co-Design Committee is being formed.

The Co-Design Committee will be comprised of a diverse group of women with disability with expertise across a range of different areas. Committee members will be called on as required to provide advice and skills to contribute to the planning and delivery of the conference.

Members of the Co-Design Committee will be expected to contribute to a range of aspects of the toolkit development, dependent on their individual skills and capacity. This will include:

- Advising on the technical considerations required to optimise accessible delivery, design, and content.
- Advising on innovative communications methods to convey information to a diverse audience, such as, multimedia, illustrations, Auslan, captioning and Easy English and Plain language copy.
- Providing unique insights from a broad array of expertise and experience to ensure the Leadership Summit is relevant, accessible, and unique in terms of delivery, design, and content.
- Assisting with relevant aspects of the planning, programing, promotion, and delivery of the Leadership Summit.
- Reviewing drafts of the Leadership Summit program.
- Assisting WWDA LEAD staff team and other WWDA groups and committees with their involvement in the Leadership Summit.

Co-Design Committee consultations will be coordinated by the WWDA LEAD Project Manager and LEAD Team. Each member of the Co-Design Committee will be required to identify the specific issues or areas that they are able/willing to contribute to.

Committee members must be women, feminine identifying or non-binary people with disability and must be full members of WWDA.

Committee members will advise on considerations and queries posed by the Project Manager, but all decision-making will be at the discretion of the Project Manager and WWDA LEAD team.

All ideas, content, design, and documentation associated with the WWDA Leadership Summit 2022 will remain the intellectual property of WWDA. All Committee members are required to respect any confidential or sensitive information discussed as part of the Panel, and WWDA will respect any information brought forward by members.

Co-Design Committee Expertise and Skills

Applicants will be selected for the co-design committee based on a range of experiences and expertise from the following:

- Lived experience as a woman, feminine identifying, or non-binary person with disability
- Experience in the organisation of online or in-person events for people with disability
- Knowledge of and experience with delivery of innovative and accessible conferences and/or events
- Knowledge of and experience in specific issue areas that will be included in the Summit program
- Knowledge of and or experience as a participant in the WWDA LEAD project
- Experience with other stakeholder groups including families, carers, support persons and service providers.

All of WWDA's work is grounded in a human rights framework. WWDA practices intersectional feminism and will ensure the Co-Design Committee is representative of the needs and views of a diverse range of women and girls with disability in Australia. This includes, but is not limited to women, feminine identifying and non-binary people with disability who are:

- Aboriginal and/or Torres Strait Islander
- Culturally and/or Linguistically Diverse (CALD) women
- Lesbian, Gay, Bisexual, Trans, Intersex and Queer (LGBTIQ+) people
- Young people (aged 15 -30)
- from a variety of geographical locations, including rural and regional areas.

Relationship with Project Steering Committee

There are three bodies leading and guiding the development of the WWDA Leadership Summit 2022: The Summit Codesign Committee, The Toolkit Codesign Committee, and the Project Steering Committee (PSC).

While the Summit Codesign Committee will advise on accessibility, innovative planning and delivery of the Leadership Summit, The Toolkit Co-Design Committee members will advise on the Launch of the WWDA LEAD Leadership Toolkit at the Leadership Summit and, the Project Steering Committee will maintain the responsibility for overseeing the governance and strategic direction of the project.

Structure and Consultations

The Co-Design Committee will consist of up to ten (10) women, feminine identifying,

and non-binary people with disability with a variety of expertise and areas of interest.

The Codesign Committee will meet once a month at a time that best suits the majority of the members of the group for 1 hour and 30 minutes. Not all members will always be engaged at the one time on every aspect of the National Plan and extra consultation time will be reimbursed if communicated and agreed to by the Project Manager. How and when Codesign Committee members will meet and contribute will depend upon the needs of the Project team. The meetings will take place over Zoom videoconference calls. Communications with the committee may take the form of telephone discussions, videoconferences, meeting in person and/or email communication.

WWDA is committed to enabling the involvement of all women with disability, including those who require the support of others to participate. WWDA will engage with support organisations where required, to seek their assistance in supporting women to participate in the Codesign Committee. All Committee members will be engaged during the life of the Project. The Project team will endeavor to give Committee members at least one week's Agenda and notice of an upcoming committee meeting. Consultations will be scheduled to suit Committee members' availability where possible and will occur between **April 2022** and **November 2022**. Dependent on travel restrictions and budget constraints, WWDA will endeavor to hold an in-person meeting with all Co-Design Committee members at some point during the year.

Members of the National Summit Co-Design Committee will commit to:

- Contributing to all relevant scheduled consultations
- Sharing information with other Committee members and the project team
- Making timely decisions and taking action as required
- Notifying members of the Committee and WWDA, as soon as practical, if any matter arises which may be deemed to affect the development of the project.

Payment

Committee members will be paid \$100 for each 1 and a half hour meeting they attend and for reading the monthly agenda, reading materials and minutes. Members will be paid \$50 p/hour for each consultation outside the meetings they participate in. This amount may either be invoiced to WWDA by committee member if they have an ABN or will be provided in the form of a supermarket gift voucher. WWDA is not permitted to pay Committee members in cash.

Questions?

For more information, please contact the Project Manager, Saphia Grant, at LEAD@wwda.org.au

