



the national voice

# Cerebral Palsy Australia Advisory Panel Terms of Reference

Advisory Panel Terms of Reference Version Control			
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The Terms of Reference (ToR) outlines the role of the Cerebral Palsy Australia Advisory Panel (The Panel) and the way it will be operationalised.

## Background

Cerebral Palsy Australia (CPA) is a national organisation representing cerebral palsy. CPA aims to become a Disability Representative Organisation (DRO), where people with cerebral palsy determine the priorities of the cerebral palsy community.

## Our Purpose

We aspire **to be the voice** of cerebral palsy in Australia by **elevating the concerns and experiences** of the cerebral palsy community.

- We hear and understand the priorities of people with cerebral palsy and raise these, as well as knowledge and awareness of cerebral palsy within the broader community.
- We work with government, business and the community to promote inclusion, better health and social outcomes, and the human rights of people with cerebral palsy.
- We ensure people have access to best-practice and accessible information to further understand cerebral palsy, those with cerebral palsy, their families and supporters.
- We support and encourage improved awareness, understanding, service delivery and innovation in all aspects of life. These include health, aged care, social welfare, workplace and disability services that are accessed by people with cerebral palsy.
- We connect with, and contribute to, an international community of practice.

## Governance Structure

Cerebral Palsy Australia is a wholly owned subsidiary of Ability First Australia (AFA), with a semi-independent board. In March 2024, the AFA Board approved this governance structure. The Board's role is to ensure strong governance and financial oversight and, in

this capacity, approve the overall strategic plans and other significant strategic initiatives for the organisation. The Cerebral Palsy Australia Board (The Board) now constitutes:

- A Chair, a person living with cerebral palsy,
- two Directors living with cerebral palsy,
- the AFA CEO,
- two self-nominated AFA member CEO's, and
- up to three external CP focussed organisations (currently these include: the CEO's of Cerebral Palsy Alliance, Cerebral Palsy Support Network and a Co-Chair of the Australasian Academy of Cerebral Palsy and Development Medicine (Aus ACPDM)).

To ensure that CPA reflects the wide experiences of the cerebral palsy community in developing its strategic focus, we have decided to establish an advisory panel.

### **The CPA Advisory Panel**

The role of the Panel is a group that will provide active guidance and advice to support Cerebral Palsy Australia to deliver on its strategic initiatives.

### **Role & Responsibilities**

The Panel will form part of the decision-making for Cerebral Palsy Australia's strategic initiatives by providing advice and recommendations to the Cerebral Palsy Australia Manager. The Panel members will:

- Contribute insights and expertise towards collaborative decision making and to always speak on behalf of the community of people with cerebral palsy, rather than personal viewpoint.
- Attend and contribute to meetings, ensuring regular and meaningful participation.
- Be actively engaged in the planning and development of major projects.
- Work collaboratively to provide direction and guidance of initiatives.
- Communicate with key stakeholders, where relevant.

The Panel members will be expected to:

- Advance Cerebral Palsy Australia's objectives and strategy.
- Commit to Cerebral Palsy Australia's mission and objectives and values.
- Maintain confidentiality regarding all CPA matters.
- Complete any action items and review materials provided, before meetings.
- Maintain effective communication with panel members and the CPA team, ensuring professional conduct at all times.
- Stay informed about relevant issues and discussions in relation CPA's work.
- Represent CPA on a community level, engaging new members and sharing the work we are doing.
- Immediately advise CPA Manager on any conflict of interest.

## The Panel Structure

### Panel Membership

**Size:** The Panel will be made up of at least 10 people, in addition to the 3 CPA Board Directors with lived experience.

**Term:** A panel member must commit to serve at least 1 year. Terms will be a maximum of 3 years. The goal will be to continually grow and refresh the membership of this group.

**Diversity and Inclusion:** The panel will seek to reflect the diversity of the cerebral palsy community as reasonably as possible.

- People with CP as well as parent/non-paid supporters of people with CP
- People whose CP affects them in different ways.
- People with a range of cultural backgrounds.
- Gender diversity
- Life-stage diversity with representation across the life stages (young adult (18-30), adult (30-55), older adult (55+))
- Geographic diversity (from various States and Territories as well as individuals representing metro, regional and remote areas)

**Quorum:** 50% of general panel members and at least 1 Board Director.

### Panel Chair

**Role:** The Chair will work in collaboration with the Cerebral Palsy Australia Manager to set the agenda. They will be responsible for managing the meeting to ensure clear outcomes from the sessions as well as keeping the meeting focussed and on track.

**Appointment:** The Chair will be selected from the 3 Board Directors living with CP. The first Panel Chair appointment will be made by the Board. Subsequent appointments will be nominated and voted on by the members of the Panel.

**Term:** The minimum term for the Panel Chair would be 3 years with a maximum of 2 terms.

### Resignation/termination

- A member of the Panel may resign at any time by notifying the Chair in writing.
- To ensure the panel is comprised of active and engaged members, members who do not attend 3 or more consecutive meetings without reasonable notice, will be asked to step down and a new member nominated.

## Secretariat

Secretariat support will be provided by Cerebral Palsy Australia Manager

- Developing agendas and papers in collaboration with the Chair of the advisory panel.
- Distributing meeting materials and ensuring all members are kept informed of any changes.
- Issuing meeting minutes and papers.

## Meeting frequency

The panel will meet on a quarterly basis. However, initially in set-up phase, the panel may need to meet more regularly and could be as frequently as monthly.

- During BAU, meetings will seek to run for no more than 1.5 hours. In establishment phase it may be necessary to run a meeting for up to 2 hours.
- Meeting agenda and required reading will be circulated one week prior to meeting date
- Meetings will be recorded and minutes and actions will be circulated

All meetings will be held via online video conferencing, generally during working hours.

Urgent issues may require panel members to consider information/decisions out of session. In these instances, the member putting forward the urgent matter will liaise with the Secretariat and ensure that all members are appropriately briefed, to enable informed decision making via a flying minute using email or an out of session meeting.

## Remuneration

Advisory Panel members will be paid an honorarium of AUD\$35/hour per meeting, by way of gift voucher, for pre-reading, attendance, and contributions to meetings. Travel costs and meals will also be reimbursed for any face-to-face meetings.

Support worker and reasonable childcare costs may also be recompensed. Travel costs and meals will be reimbursed or provided for members representing people with cerebral palsy for any face-to-face meetings.