

City of Adelaide Access and Inclusion Advisory Panel

Terms of Reference

1. Introduction

The Access and Inclusion Advisory Panel (Panel) is a key component in the effective identification and delivery of the City of Adelaide (CoA) Disability Access and Inclusion Plan (DAIP) and the achievement of access and inclusion broadly across Council projects and initiatives. The establishment and support of the Panel is one of a number of City of Adelaide strategies for linking to peoples lived experience of the city. Other actions include targeted engagement opportunities and partnerships with the disability sector. The Panel's input will help shape access and inclusion outcomes for key projects across the city.

2. Role

The role of the Panel is to provide strategic, expert, and impartial advice to the City of Adelaide on the development, implementation, monitoring and review of policies, strategies, projects and plans with the aim of advancing the inclusion of people with disability.

3. Scope

The Panel will:

- 3.1. Provide advice and feedback to CoA Administration on policy or project development and review, across all areas relevant to people with disability.
- 3.2. Participate in the development of the CoA Disability Access and Inclusion Plan (DAIP).
- 3.3. Provide advice and feedback to CoA Administration related to the implementation of the DAIP.
- 3.4. Advise on submissions Council may make relating to State and Federal Government strategy, policy, regulation and legislation.
- 3.5. Provide advice to CoA on how to identify issues that are relevant to people with disability.
- 3.6. Represent issues that impact on the life opportunities of people of all abilities.
- 3.7. Identify project opportunities in the city.

The CoA will:

- 3.7. Consult the Panel in the early stages of project or policy development and, where relevant, during review and evaluation.
- 3.8. Provide a reasonable amount of time for feedback and advice.

- 3.9. Report back to the Panel on how their input has been incorporated and what actions or outcomes have been achieved as a result.
- 3.10. Support the Panel to present to Council meetings when relevant in relation to key project decision making.
- 3.11. Facilitate advocacy opportunities between the Panel and Council Members.

4. Limitation of Authority

The Panel is an advisory body to the CoA Administration. The Panel is not an executive body. It does not have the authority to:

- 4.1. Expend money on behalf of CoA
- 4.2. Commit the CoA to any arrangement
- 4.3. Consider any matter outside its specific reference
- 4.4. Direct CoA Administration in the performance of their duties; or
- 4.5. Represent the CoA in any communication with the public or media.

5. Membership

- 5.1. The Panel consists of a maximum of twelve members including:
 - 5.1.1. Up to six individual members, and
 - 5.1.2. Up to six organisation representatives (disability sector or related).
 - 5.1.3. Two proxy positions are appointed to fill Individual Panel Member absences.
- 5.2. There is an expectation that organisations are represented by one nominated employee throughout the term of membership and that if required at a meeting an organisation can send a proxy to attend. This requirement aims to ensure continuity in the membership of the Panel.
- 5.3. At least six Panel Members will be people with lived experience of disability or people with familial experience.
- 5.4. The membership of the Panel will endeavour to incorporate, where possible within its composition, members with lived, familial experience or organisation expertise in disability and the priority populations recognised within the *Disability Inclusion Act 2018 (SA)* as experiencing increased risk of vulnerability. These groups are:
 - 5.4.1. Women
 - 5.4.2. Children
 - 5.4.3. Aboriginal and Torres Strait Islander people
 - 5.4.4. Culturally and Linguistically Diverse people
 - 5.4.5. People with intellectual disability

5.4.6. LGBTIQ+ people.

- 5.5. A list of Panel Members will be available on the CoA website following their appointment.
- 5.6. Panel Members, while not employees of the City of Adelaide, are expected to conduct themselves in accordance with the City of Adelaide Employee Behavioural Standards.
- 5.7. Panel Members are considered public officers for the purpose of the Independent Commission Against Corruption Act 2012 (SA). As public officers, Panel Members have an obligation to report suspected corruption to the Office for Public Integrity. Panel Members are encouraged to also report suspected misconduct and maladministration to the Office for Public Integrity or the Ombudsman.

6. Term

- 6.1. The term of membership for individual members shall be two years, with the ability to renominate through an expression of interest process for an additional two-year term. Individual members may serve up to two consecutive terms.
- 6.2. Organisation membership will be reviewed every two years to ensure the Panel remains representative of the sector, priority population groups, and City of Adelaide priorities.
- 6.3. Member appointment processes for individual members and organisation members will occur on alternate years to stagger the commencement of terms (except where a vacancy arises).
- 6.4. A person or organisation ceases to be a Panel Member if they:
 - 6.4.1. Resign, or
 - 6.4.2. Are absent from two consecutive meetings without notification, or
 - 6.4.3. Fail to follow these Terms of Reference.
- 6.5. Any member may resign by giving written notification to the Access and Inclusion Advisory Panel Executive Officer.
- 6.6. The CoA Executive Leadership Team (or nominee) may promote a proxy member to full membership.
- 6.7. Members can renominate following the completion of terms allowed under this section, after a 2-year absence from the Panel.

7. Recruitment

- 7.1. Individual members are recruited via Expression of Interest processes, which occur from time to time as member terms come to completion or members resign.
- 7.2. Expressions of Interest processes will be promoted to the City of Adelaide community, stakeholders, advocates, and community organisations. The

call will be promoted through a range of strategies that may include:

- 7.2.1. Social media;
 - 7.2.2. The City of Adelaide website; and
 - 7.2.3. Disability sector networks.
- 7.3. Applicants are required to express their interest by completing an Expression of Interest Form which addresses the AIAP section criteria. Where reasonable adjustments or an alternative format are required, this will be accommodated.
- 7.4. Organisation members will be approached in writing by the CoA Administration to be represented by one nominated employee/ member on the Panel. The CoA will write to the organisations seeking a new representative if the nominated employee is no longer available.

8. Selection Criteria

- 8.1. An assessment of applicants is undertaken by CoA Administration against the following selection criteria. The CoA Executive Leadership Team (or nominee) decides based on this assessment. The applicants will have skills, knowledge or experience in the following:
 - 8.1.1. Membership of a committee, advisory panel or similar.
 - 8.1.2. Live, work or study in the CoA local government area.
 - 8.1.3. Have a lived experience of disability or are people with familial experience.
 - 8.1.4. Identify with or are employed by an organisation in the City of Adelaide that represents or provides support to one of the priority population groups.
 - 8.1.5. Demonstrated knowledge, experience, or an interest in providing independent and strategic advice on disability access and inclusion issues that will support one or more of the focus areas of the DAIP.
- 8.2. Applicants must be prepared to participate in an interview as part of the selection process and, if successful, attend an induction session before their inaugural meeting.
- 8.3. Applications for membership will be considered along with others, so that, in combination, the Panel Members have a broad range of expertise across disability experiences, access and inclusion knowledge and local issues.

9. Meeting Administration and Protocol

- 9.1. The Panel will meet four times annually in an accessible venue. Additional meetings will be called by the Administration, if required.
- 9.2. The CoA will provide administrative support through the Access and Inclusion Advisory Panel Executive Officer including:

- 9.2.1. Scheduling meetings of the Panel.
- 9.2.2. Compiling and circulating agenda and attachments to all members.
- 9.2.3. Taking and distributing minutes.
- 9.2.4. Coordinating other meeting arrangements including accessibility of meeting procedures and materials.
- 9.3. CoA Administration from across the organisation may attend meetings as observers, presenters, or specialist advisors.
- 9.4. Where applicable Panel meetings will be provided with Auslan interpreter/s, printed material in alternative formats and other alternative communication methods as requested.
- 9.5. The roles and responsibilities of Panel Members are:
 - 9.5.1. To be fully prepared for meetings by reviewing the meeting agenda and papers ahead of time.
 - 9.5.2. To participate in a collaborative meeting format.
 - 9.5.3. To bring personal, professional knowledge and broad community experience to the Panel, to consider and raise relevant issues, proposals, and ideas, to provide informed advice and guidance.
 - 9.5.4. To adhere to the City of Adelaide Employee Behavioural Standards.
 - 9.5.5. To not make improper use of the information acquired because of their position, including keeping information confidential where it is identified as such by Council Administration.
 - 9.5.6. Not make improper use of their position.
 - 9.5.7. Act honestly.
 - 9.5.8. Exercise reasonable care and diligence.
 - 9.5.9. Disclose a conflict of interest to an item prior to a matter being discussed.

10. Chair and Deputy Chair

- 10.1. Panel meetings will be chaired by an individual member of the Panel, elected for a one-year term by the majority of Panel Members at the final meeting of the preceding calendar year, to become Chair in the following year.
- 10.2. An individual Panel Member can nominate themselves or another individual member (with that member's acceptance) to be Chairperson. All individual and organisational members of the Panel have voting rights to decide a Chairperson. Voting will be conducted by confidential ballot with the result circulated by email prior to the next meeting.

- 10.3. If the position of Chairperson becomes vacant for any reason, the Panel will elect another existing member to be the Chairperson.
- 10.4. The meeting Chairperson will:
 - 10.4.1. Consider the agenda and draft presentations prior to the meeting.
 - 10.4.2. Welcome and introduce speakers.
 - 10.4.3. Support the active engagement of all Members.
 - 10.4.4. Facilitate a collaborative meeting format.
 - 10.4.5. Undertake other chairing duties as determined in consultation with CoA Administration.
- 10.5. The senior member of Administration representing the CoA will function as Deputy Chairperson and provide support to the Chairperson.
- 10.6. CoA Administration will provide executive support to the Chairperson and Deputy Chairperson in undertaking their roles.

11. Fees

- 11.1. Individual Panel Members will be paid a sitting fee for each official Panel meeting they attend. The meetings are for a maximum of four hours. A proportion of the sitting fee is for reading time in preparation for the meeting.
- 11.2. An attendance register will be kept for all meetings for reimbursement purposes.
- 11.3. There may be times when Individual Panel Members prepare for a meeting but are unable to attend. In these circumstances, a reading and preparation fee can still be paid, subject to negotiation with the Access and Inclusion Advisory Panel Executive Officer.
- 11.4. There may be times outside of official Panel meetings where individual Panel Members are called upon to provide advice, including but not limited to focus groups and workshops. In these circumstances, a separate honorarium payment amount will be discussed.
- 11.5. For meetings attended, individual Panel Members will be paid a participation contribution towards out-of-pocket expenses incurred by attending Panel meetings such as payment for a personal support worker and transport expenses.
- 11.6. The Chairperson will be paid a higher sitting fee for Panel meetings and additional meetings attended in the capacity of Chairperson.
- 11.7. A fee schedule is approved by the CoA Executive Leadership Team and is available on request from the Access and Inclusion Advisory Panel Executive Officer.

11.8. It is expected that Panel Members who are organisation representatives will be supported by their organisation to attend.

12. Reporting, Monitoring and Evaluation

12.1. Updates and advice from the Panel will be reported following Panel meetings to CoA Executive Leadership Team (or nominee) in a form suited to the nature of the activity.

12.2. A formal evaluation with the Panel will take place in the last meeting of the year and reported to the CoA's Executive Leadership Team (or nominee).

12.3. The Panel's key activities will be reported annually in the CoA's DAIP annual report.

13. Review

13.1. Recommendations for amendments to the Terms of Reference can be made at any time. However, amendments to the Terms of Reference must be made in consultation with the Panel and then approved by City of Adelaide's Executive Leadership Team (or nominee).

Approval

Date	Summary	Approver
20/04/26	Updates to definitions and processes to support effective functioning. Introduction of higher sitting fee for Chairperson reflective of additional responsibilities.	Executive Committee
18/03/2024	Changes to Chairperson role, approach to terms for members, other governance and protocol improvements.	Executive Committee