

City of Adelaide - Access and Inclusion Advisory Panel

Terms of Reference 2022-2024

1. Introduction

The Access and Inclusion Advisory Panel (AIAP) is a key component in the effective identification and delivery of case studies and other actions related to the City of Adelaide (CoA) (Disability) Access and Inclusion Plan 2019-2022 (DAIP). The establishment and support of the Panel is one of a number of Council strategies for linking to people's 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 AIAP is to provide strategic, expert and impartial advice to Council on the development, implementation, monitoring and review of policies, strategies, projects and plans with the aim to advance the inclusion of people with disability.

3. Scope

The AIAP will:

- 3.1 Provide advice and feedback to CoA employees on policy or project development and review, across all areas relevant to people with disability
- 3.2 Provide advice and feedback to CoA employees related to the DAIP
- 3.3 Advise on submissions Council may make relating to State and Federal Government strategy, policy, regulation and legislation
- 3.4 Provide advice to Council on how to identify issues that are relevant to people with disability and how to prioritise projects
- 3.5 Identify project opportunities in the City.

The CoA will:

- 3.6 Consult the AIAP in the early stages of project or policy development
- 3.7 Provide a reasonable amount of time for feedback and advice

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

4. Limitation of Authority

The AIAP is an advisory body to the CoA Local Government Authority. The AIAP is not an executive body. It does not have the authority to:

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

5. Principles

The following principles of good governance will guide the functions of the AIAP:

- 5.1 Participatory
- 5.2 Respectful
- 5.3 Accountable
- 5.4 Transparent
- 5.5 Responsive
- 5.6 Effective and efficient
- 5.7 Equitable and inclusive
- 5.8 Ethical
- 5.9 Law abiding.

6. Membership and Term

- 6.1 The AIAP consists of a maximum of twelve members. The membership consists of six individual members and six organisational (disability sector or related) members. Two proxy positions are also appointed to support individual members, should they need to be absent for any reason.
- 6.2 At least six of the AIAP members will be people who have a lived experience of disability whether personally or through a caring and support role.
- 6.3 The organisations represented on the AIAP should include:
- (a) an organisation with a focus on working with Aboriginal and Torres Strait Islander people with disability,
 - (b) an organisation with a focus on working with young people with disability, and
 - (c) an organisation with a focus on working with culturally and linguistically diverse people with disability.

This reflects the priorities outlined in the *Disability Inclusion Act 2018 (SA)*.

- 6.4 A list of AIAP members will be available on the CoA website following the appointment of Panel members each term.
- 6.5 The term of membership for individuals shall be for up to two years, with Council having an option to reappoint for up to a further year. Individuals may serve up to a maximum of three years. Organisational membership will be reviewed every two years to ensure the AIAP remains representative of the sector.
- 6.6 A person or organisation ceases to be a AIAP member if they:
- 6.6.1 resign
 - 6.6.2 are absent from two consecutive meetings without notification or
 - 6.6.3 fail to follow these Terms of Reference.
- 6.7 Any member may resign by giving written notification to the CoA AIAP Executive Officer.
- 6.8 The CoA Executive Leadership Team (or nominee) may promote a proxy member to full membership.
- 6.9 There is an expectation that organisations are represented by one nominated employee member throughout the term of membership, and that if need be one proxy is nominated to attend. This requirement aims to ensure continuity in the membership of the AIAP.

7. Recruitment

- 7.1 Vacant individual positions on the AIAP will be promoted to the City of Adelaide community, stakeholders, advocates and community organisations with a call for Expressions of Interest. The call will be promoted through a range of strategies that may include:
- 7.1.2 Social media;
 - 7.1.3 The City of Adelaide website; and
 - 7.1.4 Disability sector networks.
- 7.2 People who have a lived experience of disability whether personally or through a caring and support role from diverse backgrounds are encouraged to apply. Additional priority weighting may be given to applicants who identify as:
- 7.2.1 Young people aged 18-30 years
 - 7.2.2 Older people aged 65+
 - 7.2.3 Women
 - 7.2.4 People who receive an Australian Government benefit, payment, pension and/or support service such as Newstart Allowance, Disability Support Pension; or National Disability Insurance Scheme (NDIS) plan
 - 7.2.5 People from culturally and linguistically diverse backgrounds
 - 7.2.6 Aboriginal and Torres Strait Islander people
 - 7.2.7 LGBTQI
- 7.3 Applicants are requested to express their interest in being on the AIAP.

8. Selection Criteria

- 8.1 An assessment of applicants is undertaken by Council's Administration against the following selection criteria. The CoA Executive Leadership Team (or nominee) decides based on this assessment. The applicants ideally have skills 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 whether personally or through a caring and support role
 - 8.1.4 Identify one of the priority weighting criteria (as outlined in 7.2)
 - 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 (Disability) Access and Inclusion Plan 2019-2022 including:

- 8.1.5.1 Getting to and around the city
- 8.1.5.2 Participating in the life of the city
- 8.1.5.4 Finding out what is available
- 8.1.5.5 Participating in Council decision making
- 8.1.5.6 Working at Council
- 8.1.5.7 Leaders in local government
- 8.1.6 Be prepared to attend an interview for the selection process and, if successful, attend an induction session before the inaugural meeting.
- 8.2 It is expected that the AIAP members in combination will have knowledge and expertise in a range of topics. Applications for membership will be considered along with others, so that, in combination, the AIAP 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 AIAP will be convened by the Chief Executive Officer, CoA (or nominee).
- 9.2 The CoA will provide administrative support including:
 - 9.2.1 Scheduling meetings of the AIAP
 - 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 procedure and materials.
- 9.3 The AIAP will meet approximately **four times a year** on dates and at places to be set out in advance for each year.
- 9.4 Special meetings can be called and must be advised at least 10 working days before the scheduled date.
- 9.5 Where applicable and advised by AIAP members, AIAP meetings will be provided with a sign language interpreter, printed material in alternate formats, audio captioning services, water bowl for guide dogs, narrative information regarding design plans, PowerPoint presentations prior to meetings and/or any other requirements.

10. Fees

- 10.1 Individual AIAP members will be paid a sitting fee for each official AIAP meeting they attend. The meetings are for a maximum of four hours. A proportion of the sitting fee is for reading time. An attendance register will be kept for all meetings for reimbursement purposes. There may be times when Individual AIAP members prepare for a meeting but are unable to attend. In these circumstances a reading time fee can still be paid, in negotiation with the AIAP Executive Officer.
- 10.2 There may be times outside of official AIAP meetings where Individual AIAP members are called upon to provide advice, including but not limited to focus groups, workshops. In these circumstances a separate honorarium payment amount will be discussed.
- 10.3 Individual AIAP members will be reimbursed out-of-pocket expenses incurred by attending AIAP meetings such as payment for a personal support worker and transport expenses.
- 10.4 It is expected that AIAP members who are organisational representatives will be supported by their organisation to attend.

11. Reporting, Monitoring and Evaluation

- 11.1 Activities of the AIAP will be reported quarterly to Council.
- 11.2 A formal evaluation with the AIAP will take place in the last meeting of the year and reported to the Executive Leadership Team.
- 11.3 The AIAP's key activities will be reported annually in the (Disability) Access and Inclusion Plan annual report.

12. Review

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 AIAP and then approved by Council's Executive Leadership Team (or nominee).