

City of Adelaide - Access and Inclusion Advisory Panel

Terms of Reference (Amended)

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). The establishment and support of the Panel is one of a number of City of Adelaide 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 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.
- 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:

- 3.8. Consult the Panel in the early stages of project or policy development.
- 3.9. Provide a reasonable amount of time for feedback and advice.
- 3.10. Report back to the Panel on how their input has been incorporated and what actions or outcomes have been achieved as a result.
- 3.11. Support the Panel to present to Council meetings when relevant to support key project decision making.
- 3.12. 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. The membership consists of up to six individual members and up to six organisational (disability sector or related). Two proxy positions are appointed to fill Individual Panel Member absences.
- 5.2. At least six Panel Members will be people with a lived experience of disability (highest priority) or people in caring and support roles.
- 5.3. The organisations represented on the Panel should include:
 - 5.3.1. an organisation with a focus on working with Aboriginal and Torres Strait Islander people, and
 - 5.3.2. an organisation with a focus on working with young people with disability, and
 - 5.3.3. 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)*.

- 5.4. A list of Panel Members will be available on the CoA website following the appointment of Panel Members each term.
- 5.5. Panel Members, while not employees of the City of Adelaide, need to conduct themselves in accordance with the City of Adelaide Employee Behavioural Standards.
- 5.6. Panel Members are considered public officers for the purpose of the Independent *Commission Against Corruption Act 2012*. 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 misconduct and maladministration.

6. Term

- 6.1. The term of membership for individuals shall be for two years, with the ability to renominate through an expression of interest process for an additional two-year term. Individuals may serve up to two consecutive terms. Organisational membership will be reviewed every two years to ensure the Panel remains representative of the sector.
- 6.2. A person or organisation ceases to be a Panel Member if they:
 - 6.2.1. Resign, or
 - 6.2.2. Are absent from two consecutive meetings without notification, or
 - 6.2.3. Fail to follow these Terms of Reference.
- 6.3. Any member may resign by giving written notification to the Access and Inclusion Advisory Panel Executive Officer.

- 6.4. The CoA Executive Leadership Team (or nominee) may promote a proxy member to full membership.
- 6.5. There is an expectation that organisations are represented by one nominated employee member 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.
- 6.6. Members can renominate after a 2-year absence from the Panel.

7. Recruitment

- 7.1. Vacant individual positions on the Panel 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:
 - 7.1.1. Social media;
 - 7.1.2. The City of Adelaide website; and
 - 7.1.3. Disability sector networks.
- 7.2. People who have lived experience of disability will be prioritised for Panel membership, but consideration will be given to people in caring and support roles. 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. LGBTIQ+.
- 7.3. Applicants are requested to express their interest in being on the Panel by addressing the AIAP section criteria.

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 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 (highest priority) or are in 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 current CoA Disability Access and Inclusion Plan.
- 8.2. Be prepared to attend an interview as a part of the selection process and, if successful, attend an induction session before the inaugural meeting.
- 8.3. It is expected that Panel 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 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 procedure 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.
 - 9.5.2. To agree 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.
- 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. The Access and Inclusion Advisory 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 first meeting of each calendar year.
- 10.2. An individual Panel Member can nominate themselves or another 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 the 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. 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. City of Adelaide Staff will also provide executive support to the Chair and Deputy Chair.

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. An attendance register will be kept for all meetings for reimbursement purposes. There may be times when Individual Panel 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 Access and Inclusion Advisory Panel Executive Officer.
- 11.2. 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.
- 11.3. Individual Panel Members will be reimbursed out-of-pocket expenses incurred by attending Panel meetings such as payment for a personal support worker and transport expenses.

- 11.4. A fee schedule is available on request from the Access and Inclusion Advisory Panel Executive Officer.
- 11.5. It is expected that Panel Members who are organisational 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 Council 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 City of Adelaide's Executive Leadership Team (or nominee).
- 12.3. The Panel's key activities will be reported annually in the CoA's Disability Access and Inclusion Plan 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).