
Adelaide City Council - Access and Inclusion Advisory Panel

Terms of Reference

(A) Introduction

The Access and Inclusion Advisory Panel is a key component in the effective identification and delivery of actions associated with Council's Access and Inclusion Strategy. The establishment and support of the Panel is one of a number of Council's 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.

(B) Role

The role of the Access and Inclusion Advisory Panel is to provide strategic, expert and impartial advice to the Administration on the development, implementation, monitoring and review of policies, strategies, projects and plans with the aim to advance the inclusion of people with a disability.

(C) Scope

The Access and Inclusion Advisory Panel (AIAP) will:

- Provide advice and feedback to staff on policy or project development and review, across all areas relevant to people with disability;
- Provide advice and feedback to staff to enhance the inclusiveness and accessibility of the Council's buildings, facilities, streets, parks, programs, services, events and information;
- Advise on submissions the administration may make relating to State and Federal Government policy and legislation; and
- Provide advice to the administration on how to identify issues that are relevant to people with disability.

(D) Limitation of Authority

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

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

(E) Principles

The following principles of good governance will guide the functions of the Access and Inclusion Advisory Panel (AIAP):

- Participatory;
- Respectful;
- Accountable;
- Transparent;
- Responsive;
- Effective and efficient;
- Equitable and inclusive;
- Ethical;
- Law abiding.

(F) Membership and Term

1. The AIAP consists of a maximum of twelve members. The membership consists of six individual members and six organisational members.
2. At least six of the Access and Inclusion Advisory Panel members will be people who have a lived experience of disability whether personally or through a caring and support role.
3. The organisations represented on the AIAP are:
TBA on the Council website following the appointment of Panel members
4. The term of membership for individuals shall be two years, with a right to reappoint for a further year. Individuals may serve for up to a maximum of three years. Organisational membership will be reviewed on a bi-annual basis to ensure the Panel remains representative of the sector.
5. A person or organisation ceases to be a Panel member if they
 - resign;
 - are absent from two consecutive meetings without notification; or
 - fail to follow these Terms of Reference.
6. Any member may resign by giving written notification to the City. The Council's Executive Leadership Group may appoint a new member on consultation with the Panel.

(G) Recruitment

- Vacant positions on the Access and Inclusion Advisory Panel will be promoted to the Adelaide City Council disability 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:

- a. Print media;
 - b. The Adelaide City Council website; and
 - c. Disability networks.
- People with disability from diverse backgrounds are encouraged to apply. This includes: young people, older people, people from socio-economically disadvantaged backgrounds, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people and gay, lesbian, transgender and bisexual people.
 - Applicants are requested to express their interest in being on the Panel by addressing the AIAP selection criteria.

(H) Selection Criteria

An assessment of applicants is undertaken by Council's Administration against the following selection criteria. The Adelaide City Council's Executive Leadership Group makes a decision based on this assessment. The applicants ideally have skills or experience in being part of a committee or advisory panel and:

- Live, work or study in the Adelaide City Council local government area and have a lived experience of disability whether personally or through a caring and support role and/ or
- 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 desired outcomes of the Access and Inclusion Strategy including:
 - The built environment and urban planning including public domain, public amenities and services
 - Economic participation
 - Housing and transport
 - Arts, culture, recreation
 - Civic participation in employment, service delivery and decision making
 - Media and communication
 - Legislation underpinning access and inclusion
- Be prepared to attend an interview for the selection process and, if successful, an induction session before the inaugural meeting.
- It is expected that the 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 types, access and inclusion knowledge and local issues.

(K) Meeting Administration and Protocol

- The Access and Inclusion Advisory Panel will be convened by the Chief Executive Officer, Adelaide City Council (or nominee).

- The Council will provide administrative support including:
 - Scheduling meetings of the AIAP;
 - Compiling and circulating agenda and relevant documents to all members;
 - Taking and distributing minutes; and
 - Coordinating other meeting arrangements including accessibility of meeting procedure and materials.
- The AIAP will meet approximately four times a year on dates and at places to be set out in advance for each year.
- Where applicable, Panel meetings will be provided with a sign language interpreter, printed material in alternate formats or audio captioning services.

(L) Fees

- Individual Panel members will be paid a sitting fee of \$150 for each meeting they attend. The meetings will be for a minimum of two hours and a maximum of four hours. An attendance register will be kept for all meetings for reimbursement purpose.
- Individual Panel members will be reimbursed out-of-pocket expenses incurred by attending AIAP meetings such as payment for a carer and transport expenses.
- It is expected that Panel members who are organisational representatives will be supported by their organisation to attend.

(M) Reporting, Monitoring and Evaluation

- Activities of the Panel will be reported quarterly to Council.
- A formal evaluation with the AIAP will take place in the last meeting of the year and reported to the Executive Leadership Group.
- The AIAP's key activities will be reported annually in the Access and Inclusion Strategy report.

(N) Review

Recommendations for amendments to the Terms of Reference can be made at any time. However, amendments to the Terms of Reference must be endorsed by the Access and Inclusion Advisory Panel and then approved by Council's Executive Leadership Group.