PORT PIRIE REGIONAL COUNCIL

DISABILITY ACCESS INCLUSION REFERENCE GROUP
TERMS OF REFERENCE

Together we Achieve More - Team Work and Professionalism

Council values a cohesive team approach with the Reference Group representation, administration and elected members working together to lead the region forward with appropriate skills, knowledge and experience.

Background

The Disability Access and Inclusion Reference Group's aim is to advance the inclusion of people living with disability in the Port Pirie Regional Council region and participate in consultation and co-design activities to assist with the implementation of the Disability Access and Inclusion Plan (DAIP).

Membership, engagement and participation scope

The DAIRG's role is to contribute towards the progression and achievement of access and inclusion outcomes, aligned with Council's Disability Access Inclusion Plan (DAIP) actions which could include the following:

- Meaningful consultation, collaboration and co-design efforts, offering recommendations for consideration based on lived experience.
- A communication conduit between the community, service providers and Council on opportunities and issues, disseminating information related to access and inclusion within the Port Pirie Regional Council area.
- Defining the structure and parameters of work relevant to the specific project with relevant Council administration.
- Development of an action plan for the project, outlining resources and timeframes.
- Contribute towards an evaluation process and Council reporting requirements specific to the project.
- Support Port Pirie Regional Council to facilitate a *minimum of 1 annual* community engagement opportunities about access and inclusion, including relating to the DAIP.

The DAIRG's membership structure is designed to be project specific, leveraging collaboration and co-design principles to contribute towards the outcomes outlined in Port Pirie Regional Councils DAIP.

Membership will be for a 2 year period and comprise of interested community members who live, work, learn or play within the Port Pirie Regional Council region, who will have elected to be included in the DAIRG's Engagement Database.

An interested community member can elect to be part of this Engagement Database by completing the DAIRG Expression of Interest Form.

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Membership will be open to:

- Community members with diverse experience of disability and intersectionality including age, gender, LGBTQIA+, Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander backgrounds.
- Disability service providers (ideally working with people with diverse experiences of disability and intersectionality);
- Port Pirie Regional Council staff with an interest in access and inclusion; and
- Elected Members.

Port Pirie Regional Council administration will put out a 'call to action' using the Community Database consisting of interested community members wanting to contribute to individual projects. Port Pirie Regional Council administration will reserve the right to invite and select members with relevant lived experience, interest and skills to achieve project outcomes.

Membership will change and diversify upon identification and completion of projects ensuring contribution from members continues to be meaningful and skill and interest specific.

Depending on the scope of the project, DAIRG members may be asked to sign up as a volunteer of the Port Pirie Regional Council to ensure appropriate supports are in place as per the Volunteer Management framework.

Conduct of DAIRG members

- Remain impartial with consideration to represent whole of community needs in relation to Access and Inclusion;
- Actively participate in meetings and projects and act professionally in the manner in which they represent the DAIRG on behalf of Council;
- Actively promote projects to the community for involvement to ensure wider engagement and co-design of the DAIP and relevant outcomes;
- Be respectful of views and opinions of other DAIRG members;
- Respect confidentiality of Council information while working on projects under the Disability Access Inclusion Action Plan;
- Feedback and complaints of a personal nature are to be processed through Council complaints process;
- The DAIRG is not an executive body and <u>does not</u> 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.
- Members of the community who have chosen to engage and contribute will be recruited as a volunteer for the life of the project.

Role of Port Pirie Regional Council Administration

- Meet regularly with DAIRG members to discuss progress on projects and provide a point of contact for new/ad-hoc projects that may emerge;
- Seek advice from DAIRG members via workshops, forums, emails and project meetings to ensure access to suitable and accurate information to support their role;
- Provide advice and clarification of issues to DAIRG members if requested;
- Support the group with the preparation and distribution of the Action Plan;
- Assist in reviewing the DAIRG's performance in regards to:
    - The achievement of outcomes relating to the Groups role;
    - Project involvement;
    - Key challenges for the next financial year; and
    - Key achievements.
- Review and update the DAIRG Terms of Reference within 12 months giving consideration of legislative changes, Organisational alignment and contemporary practices.