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Eighty9 Limited and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd

DISABILITY ADVISORY PANEL

Terms of Reference

Purpose

To formalise a 'participant voice' platform that ensures participants of Eighty9 Limited (E9L) services who are living with disability, injury or health condition have their voice heard, their views represented and their experiences valued.

Responsibilities

The E9L Disability Advisory Panel (DAP) shall provide feedback, insight and support to the Organisation regarding the following matters:

- Discussion of contemporary issues affecting the employment and wellbeing of people with disabilities, injuries or health conditions at a strategic and operational level.
- Proposed strategies, programs, services and initiatives to be developed by E9L that is aligned with the Organisations' objectives.
- The integration of disability principles and best practice into the core activities of the Organisation, promotional campaigns and subsequent projects.
- Advocacy for accessibility and inclusion improvements to E9L locations across Australia by providing local solutions for improved inclusion and social cohesion.
- Development, implementation and review of resources for individuals and employers to facilitate access to mainstream employment, as well as removing obstacles that prevent people with disability, injury or health conditions from fully participating in their local community.
- Promote positive portrayals of inclusive employment and training outcomes that empowers participation in society to the same extent as people without a disability, injury or health condition.

Guiding Principle

All Australians should enjoy active participation in ordinary life, regardless of differing levels of ability. Participation in employment and training is a fundamental right for people and builds independence.

Engaging people living with disability, injury or health condition in planning, development, implementation and review of inclusion initiatives related to employment and training is at the very heart of the social model of disability and disability inclusion itself.

DAP Membership and Composition

The DAP will comprise of up to six (6) and no less than four (4) E9L participants, including a chairperson. No more than 60% of the DAP will be from one State (SA or WA). A Participant is defined as a current, or former, E9L service recipient across any program.

If a member requires a support person or interpreter, this person may take notes on the member's behalf and may act as their sounding board, however they cannot contribute to the role of the committee in any other way.

One or more E9L staff members will attend all meetings, and is not included in the composition of the DAP (ex-officio), inclusive of Secretarial duties on behalf of the group.

Selection Criteria

Representatives can be someone who has a lived experience of any of E9L programs, works in or is actively engaged in the disability sector or a family member of such a person.

As far as practicable, the composition of the DAP will reflect the widest access and inclusion perspectives of engaged in E9L programs, their families and carers.

Term of Appointment and Selection process

- Terms of Appointments will consist of 1 year, with members standing down at the end of their term and may be eligible for renomination for two additional terms.
- E9L will call for nominations via a transparent internal advertising and electronic mail process. This will include a nomination pack consisting of the DAP Terms of Reference, Application Guide and Nomination form.
- E9L may actively seek DAP members from people representing a particular lived experience that is under-represented on the committee.
- A selection subcommittee, appointed by the CEO, will review all submitted DAP nominations and make recommendations for the composition of the Group.

Casual Vacancies

Where vacancies occur, the DAP may (on the recommendation of the Chair and with approval from the CEO), appoint additional members at any time.

Chairperson

At the first meeting of the new annual year, any person holding a position on the DAP may nominate as Chairperson. This position is elected by majority vote. The Chairperson will lead meetings (supported by an E9L staff member if required) and present advice and reports to the E9L CEO and Board and other bodies on behalf of the DAP.

Decision Making

The DAP is not a decision-making body and does not require voting protocols or other decision-making mechanisms. It will provide insight to E9L Executive and Board based on the collective wisdom of the Group and the best available information provided by the sector and Organisation. These views will be reflected in any reports, and statements issued by the DAP.

Representation of Views

Members of the DAP are not representatives of E9L and as such may not make statements to the media or a public forum (including on social media) on behalf of the Group or E9L on issues discussed at meetings or operational matters of E9L.

All DAP members are considered volunteers of E9L and as such bound by requirements under policy and process and encouraged to discuss all advances by the media or public comments with E9L CEO or delegated Senior Leader. Members are entitled to make comment on matters in their capacity as a member of another organisation or as private citizens; however it should be clear that those views are not officially expressed on behalf of the DAP or E9L.

Meeting Times & Attendance

DAP meetings will be held four times a year (every third month/quarterly). Should additional meetings be necessary, the Chairperson will notify members within an appropriate notification period. Meetings will alternate between SA and WA with attendance both in person and online.

The DAP will investigate on, a case-by-case basis, multiple non-attendances by members; acknowledging the health and support needs associated with active participation.

Induction

New members to the DAP will undertake an induction process and given the necessary information needed to perform their role. This process may involve a combination of meetings, familiarisation with premises or facilities, accessing online meeting platforms and written information regarding the organisation, employment sector, and how the DAP will operate including their roles and responsibilities.

Support for the Committee

The DAP is supported by the National Operations Manager (DES); with the CEO providing overall carriage of the activities of the organisation. Other E9L staff may attend a meeting and provide the Group with advice and information in the area of their expertise.

An E9L staff member will support the facilitation of meetings and assist members who may require extra support.

Remuneration

DAP members will be paid a remuneration of \$1,000 per year, payable as \$250 per standing meeting, after each meeting attended. The remuneration fee compensates members for minor costs associated with attending the standing meetings. However, reasonable reimbursement will be provided to cover any travel or other related out-of-pocket expenses associated with any requirements to schedule any additional meetings as approved. Meetings called in a State other than where the member resides will be attended via online tools, there is no interstate travel provided.

Where DAP members contribute significant amounts of their time to ad-hoc activities outside of scheduled meetings, E9L will acknowledge their contribution and may at its absolute discretion seek to reimburse as appropriate.

Termination of Membership

Termination of Membership of any person of the DAP may be actioned by resolution of the Group due to:

- The Member's non-attendance of three consecutive meetings without prior notification of their non-attendance.

- The Member's conduct being inconsistent with these Terms of Reference, or deemed inappropriate behaviour in breach of the E9L Ethical Behaviour Code of Conduct.
- The Member resigns.