

Terms of Reference

Name of working group	Participant Advisory Group
Version	1
Approval Date	25 October, 2018 by Chief Executive & ISSA Board
Review Date:	25 October, 2020
Scope:	Participant Advisory Group members and relevant employees

Purpose

To collaborate and promote the representation, quality of resources and other issues that impact people living with disability and their participation in sport and recreation community life that is reflective of the needs and wants of those it is serving.

Responsibilities

The Inclusive Sport SA Participant Advisory Group (PAG) shall provide feedback, insight and support to the organisation regarding the following matters:

- Discussion of contemporary issues affecting the wellbeing of people with disabilities at a strategic and operational level.
- Proposed strategies, programs, services and initiatives developed by Inclusive Sport SA (ISSA) and affiliated sport and recreation bodies to respond to access and inclusion issues.
- Community development initiatives across the sport and recreation sector in South Australia.
- 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 sport and recreation venues and locations across SA by providing local solutions for improved inclusion and social cohesion.
- Development, implementation and review of resources for individuals to facilitate access to mainstream services, as well as removing obstacles that prevent people with disability from fully participating in their local sport environment.
- Promote positive portrayals of inclusive community issues and outcomes for people with disability that empowers participation in society to the same extent as people without disability.

Guiding Principle

All Australians should enjoy active participation in ordinary life, regardless of differing levels of ability.

Engaging people living with disability in disability planning, development, implementation and review of inclusion initiatives is at the very heart of the social model of disability and disability inclusion itself.

PAC Membership and Composition

A Participant¹ is an Inclusive Sport SA Member, with a full definition, in accordance with the Constitution, at the end of this document.

The Participant Advisory Group will comprise of up to six Inclusive Sport SA Members, including a Chairperson. No more than two members can be representatives or family members.

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 their role does not extend further than that.

One or more Inclusive Sport SA staff members will attend all meetings, and is not included in the composition of the Group (ex-officio).

Selection Criteria

Representatives can be someone who has a lived experience of disability², works in or is actively engaged in the South Australian Sport and Recreation Inclusion space or a family member.

Participant members will be eligible for selection if they are:

- Living with a disability.
- A carer or a family member of a person living with a disability, and able to represent the views.
- Able to communicate verbally, with an aid or device, or with the assistance of a support person.
- Interested or currently participating in sport and recreation (actively or in a support role).

As far as practicable, the composition of the PAG will reflect the widest access and inclusion perspectives of people living with a disability, their families and carers.

Term of Appointment and Selection process

Terms of Appointments will consist of 1-2 years, with members standing down at the end of their term and may be eligible for renomination.

ISSA will call for nominations via a transparent public advertising and electronic mail process. This will include a nomination pack consisting of the PAG Terms of Reference, Application Guide and Nomination form.

Inclusive Sport SA may actively seek PAG members from people representing a particular disability area that are under-represented on the committee.

A selection subcommittee, appointed by the CEO, will review all submitted PAG nominations and make recommendations for the composition of the Group.

Casual Vacancies

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

Community members may be recruited through the annual Inclusion and Diversity in Sport forum by the provision of an open invitation from the CEO to attend any meeting.

Chairperson

At the first meeting of the new annual year, any person holding a position on the PAG may nominate as Chairperson. This position is elected by majority vote. Voting will be in line with the Inclusive Sport SA Constitution. The Chairperson will lead meetings and present advice and reports to the Inclusive Sport SA CEO and Board and other bodies on behalf of the PAG.

Decision Making

The PAG is not a decision making body and does not require voting protocols or other decision making mechanisms. It will provide insight 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 PAG.

Representation of Views

Members of the PAG may not make statements to the media or a public forum (including on social media) on behalf of the Group or Inclusive Sport SA on issues discussed at meetings or operational matters of ISSA.

All PAG members are encouraged to discuss all advances by the media or public comments with Inclusive Sport SA's General Manager or CEO. 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 PAG or Inclusive Sport SA.

Meeting Times & Attendance

PAG meetings will be held four times a year (every third month/quarterly) and will last for two hours. Should additional meetings be necessary, the Chairperson will notify members within an appropriate notification period.

The PAG 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 PAG 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 and written information regarding the organisation, sport & recreation sector, and how the PAG will operate including their roles and responsibilities.

Support for the Committee

The Participant Advisory Group is supported by the General Manager, Communications & Sport Inclusion Coordinator and Rapidswim Manager; with the CEO providing overall carriage of the access and inclusion activities of the organisation. Other ISSA staff may attend a meeting and provide the Group with advice and information in the area of their expertise.

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

Remuneration

There will be no remuneration to any member of the Participation Advisory Group. Inclusive Sport SA staff to approve any 'ad-hoc' remuneration activities outside of scheduled meetings.

If granted by Inclusive Sport SA CEO or GM, remuneration may include in-kind support (such as transport or parking expense reimbursement or refreshments).

Termination of Membership

Termination of Membership of any person of the PAG 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 this Charter, or deemed inappropriate behaviour in breach of the Inclusive Sport SA General Code of Conduct.
- The Member resigns.

Definitions

Participant¹ - Participants must be either Active Members or Supporter Members as prescribed in the Inclusive Sport SA Constitution (Oct 2016).

5.1.1 Active Members: being persons who participate in or intend to participate in an Inclusive Sport SA supported activity.

5.1.3 Supporter Members: being persons who will be eligible for participation in an Inclusive Sport SA supported activity, but have expressed support for the above objectives, including carer or family members of Active Members.

Disability² - The definition of "disability" could be one or a combination of the below disability types, disability may be present at birth or occur during a person’s lifetime:

- Physical
- Intellectual
- Psychosocial
- Sensory
- Neurological, and
- Other

Related Documents and Further Information

- Participant Advisory Group dedicated webpage on the Inclusive Sport SA website www.inclusivesportsa.com.au
- Inclusive Sport SA General Code of Conduct



Signed

Chief Executive

Position

01 November 2018

Date