



The Sydney Festival Limited

Accessibility and Inclusion Advisory Panel

Terms of Reference

1. Summary

Sydney Festival strives to provide equitable access to ticket booking, information, performances, events and venues. To assist in this, Sydney Festival has an advisory panel, known as the 'Accessibility and Inclusion Advisory Panel'. This Panel provides impartial advice to Sydney Festival on enhancing inclusion and reducing barriers to access within the annual program for people with disability.

2. Definitions

The definition of "disability" as outlined by the Disability Inclusion Act NSW 2014 is:

"In relation to a person, includes a long-term physical, psychiatric, intellectual or sensory impairment that, in interaction with various barriers, may hinder the person's full and effective participation in the community on an equal basis with others."

Australia was one of the first signatories of the United Nations Convention of the Rights of Persons with Disabilities (UNCRPD); an international legal document acknowledging that every person with disability has the same human rights as those without disability. In particular, Article 30 of the Convention refers to the rights of people with disability to access and participate in cultural life, recreation, leisure, and sport on an equal basis, ensuring that people with disability:

- a. enjoy access to cultural materials in accessible formats;
- b. enjoy access to television programmes, films, theatre and other cultural activities, in accessible formats;
- c. enjoy access to places for cultural performances or services, such as theatres, museums, cinemas, libraries and tourism services, and, as far as possible, enjoy access to monuments and sites of national cultural importance.

3. Objective

The primary objective of this Panel is to advise Sydney Festival on access and inclusion matters and represent the interests of all Sydney Festival stakeholders and patrons with disability.

4. Authority

The Panel has no executive powers. New members will receive relevant information and briefings on their appointment to assist them to meet their Panel responsibilities.

5. Composition and tenure

a. Composition

The Panel will consist of members who are people with disability and/or who are Deaf themselves, or who have close lived experience or work experience in this area. Members are appointed by the Executive Director of Sydney Festival.

Membership of the Panel will, as far as possible, be balanced in terms of age, disability, gender and lived experience and reflect the widest access and inclusion perspectives of people living with disability participating in and attending Sydney Festival events and venues.

The Panel also includes one representative member from Sydney Festival's Board.

The maximum number of Panel members at any one time will be 10.

Chairperson

The Access and Inclusion Advisory Panel will be chaired by a Panel member elected every two years by the Panel. The Sydney Festival Board member representative may coach the Chairperson in the role if required.

If the position of the Chairperson becomes vacant for any reason, the Panel members will elect another existing member to be the Chairperson.

b. Tenure

Panel members are appointed for a period of three years, after which they will be eligible for re-appointment for a further two years. To maintain a balance of experienced members and new members, the term may be extended by a further year to a maximum of six years if required.

c. Other meeting attendees

Other representatives who may attend meetings are:

- One member of the Sydney Festival internal Accessibility Committee
- One Sydney Festival Head of Department
- One Sydney Festival board member
- Sydney Festival Executive Director and Artistic Director.

The Panel may also extend an invitation to any other person to attend all or part of any meeting of the Panel which it considers appropriate. Occasionally, other Sydney Festival staff members may attend to observe.

6. Proceedings

a. Frequency

The Panel will meet three-four times a year, and other times as required. The meetings will include the following agenda items:

- July/August - review the proposed access program for the following year's Festival
- November – discuss the 'Post Launch/Pre Festival' items of the key tasks document
- January - walk-through of various Festival venues prior to the commencement of the Festival
- March – post-Festival debrief and qualitative analysis of access program

Further sub-group meetings may be established to address specific issues and projects such as revisions of the Sydney Festival Disability Inclusion Action Plan, on an as needs basis.

Meetings may be held in person, by telephone or by video conference.

Any access requirements to enable participation in the Panel's work will be provided by Sydney Festival. This may include Auslan interpretation, captioning, printed material in alternative formats or other access needs to support Panel member participation.

Cab charges will be provided to panel members to attend in-person Access and Inclusion Advisory Panel meetings and other events they are required to attend in an advisory capacity.

b. Notice

The dates, times, venue and any supporting papers and materials for each meeting of the Panel will be notified and provided by the Associate Producer to Panel members as far in advance as possible. Written materials will be provided at least 5 days in advance of any meeting.

c. Quorum

A quorum for a meeting of the Panel will be 50%. If a quorum is not reached, the meeting will be rescheduled. Panel members will be contacted via email with suggested dates for the rescheduled meeting. The Panel will be allowed 5 days to respond with their preferences.

If the Chairperson is not present within ten minutes after the time appointed for the meeting, the members may choose one of their numbers to be the Chairperson for the purpose of the meeting.

d. Minutes

The minutes of the actions, discussions and decisions of the Panel will be documented by Sydney Festival staff and distributed to Panel members as soon as practicable after each meeting and will be tabled for discussion at the next Panel meeting.

e. Conflict of interest

Members of the Panel must declare any perceived or actual conflicts of interest at the start of each meeting, which will be recorded in the minutes.

7. Roles and responsibilities

Members of the Panel are expected to:

- Attend at least 2 of the 4 meetings per year
- Provide advice to Sydney Festival to enhance inclusion and accessibility of the Festival's venues, events, programming, and information for people with disability
- Contribute the time needed to digest information in the papers provided
- Apply objectivity and good judgement
- Champion and promote accessibility at Sydney Festival.

8. Remuneration

Participation on the panel is on a voluntary basis. In recognition of their time, panel members will receive an honorarium of \$200 per meeting attended. This honorarium will be paid via invoice submission following each meeting.