

Access Advisory Panel

Terms of Reference

1 Aims

With advice from the people who know best, we can realise the ideal of a more inclusive city – a place where a disability is no longer a barrier to full participation.

The Access Advisory Panel (AAP) has been established to provide insight and advice to the City, considering the individual choices and needs of people with disability, their families, carers, and significant others:

- 1.1 Regarding the City of Melville's own plans and strategies including the Disability Access and Inclusion Plan 2024 - 2029 (DAIP).
- 1.2 Regarding items referred to the panel by City of Melville administration, including but not limited to, special events, identified City-initiated projects or programs, proposals for works on City-managed property, and development applications where appropriate.

2 Membership

2.1 Members

City of Melville Representation

- City of Melville Director Community Development as Chair.
- Community Development staff (minimum one (1)).
- Planning Department staff as required.
- Service Area staff representatives as required to present to the panel.

Stakeholder Representation

- The membership composition should be sensitive to the diverse needs of all people with disability.
- Minimum four (4) City of Melville residents with lived experience of disability.
- Families, carers, and significant others of people with lived experience of disability (minimum one (1)).

- Representatives from other stakeholder groups who provide services and/or products to Melville residents who live with disability. This could include local businesses, service providers or peak bodies.
- Specialised advisors and/or assistants maybe invited as required.

2.2 Process for Recruitment

Community Representatives Appointment

- Community Representatives will be appointed to the AAP through a public expression of interest process and determined by the Chair and Officers of the City of Melville.
- The term of each members appointment will be two years with an option to extend for a further two years if there are no pending expressions of interest.
- Vacancies will be filled from a rolling nomination process.
- New members will be invited by the City to express their interest.
- Appointments to the AAP will be confirmed in writing.
- By agreement, the AAP may also invite specialised advisors and/or assistants to join the panel, as required.

2.3 Operating Procedures

Responsibility

Community Representatives are expected to attend a minimum of three meetings in a calendar year. Failure to meet this expectation will result in termination of appointment unless prior arrangements are made with the City.

Reimbursement

Community Representative Members' travel costs may be reimbursed by the City of Melville.

Rolling Nominations

- Rolling nominations will be accepted through the City of Melville website and promoted twice a year through traditional and digital communication channels.
- When there is a vacancy, nominations will be reviewed, and Community Representatives will be selected by the Director Community Development, Manager Customer and Community Participation and Community Development Coordinator – People. Selection will be based on availability, demographic, and geographic profile.
- The two-year tenure will commence from date of next scheduled AAP meeting.

Meetings

- The chair is appointed as per the Terms of Reference. If the chair is not present at a meeting, another relevant staff member can be appointed to chair that meeting, and this will be noted in the minutes.
- Occurs quarterly on the second Wednesday of the month from 12noon to 2.00pm. Attendance can be in person, or online. There are four meetings in a calendar year, February, May, August, and November.
- A quorum of five representatives confirming attendance will be required for meetings to go ahead. If fewer than five representatives confirm attendance, the meeting will not go ahead. Summary notes with relevant updates from the City will be circulated by the Access Inclusion Facilitator or the Community Development Coordinator – People.
- Agenda and relevant documentation will be circulated by officers at least one week prior to the meeting. A link will be provided for those who wish to attend online.
- Insight and advice are welcomed and will be gathered using an informal approach based on discussion and agreement at meetings.
- The AAP is an advisory group and does not have delegated power or authority to make decisions or implement recommendations.

3 Definitions

Access

The term is used broadly and can be considered to reflect the absence of environmental and/or social barriers to the full participation of people with special mobility requirements and/or people with disabilities in the community.

City

The City of Melville

DAIP

The City of Melville's Disability Access and Inclusion Plan 2024-2029

Disability

Any condition that restricts everyday activities which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory, or physical impairment or a combination of these impairments.

Inclusion

Where an individual feels welcome, included, and part of a community.

Revision History

Version 1 – 17 July 2013

Version 2 – 3 October 2017

Version 3 – 13 November 2024