

# CITY OF MELVILLE ACCESS ADVISORY PANEL TERMS OF REFERENCE

v.1 16 July 2013  
v.2 3 October 2017

## 1.0 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:

- 1.1 Advocate for the special mobility requirements of seniors, caregivers with prams, and people with disabilities
- 1.2 Provide comment on the City of Melville's own plans and strategies including the *Disability Access and Inclusion Plan 2012-2017* (DAIP)
- 1.3 Provide representative input/advice on items referred to the panel by City of Melville administration, including but not limited to development applications, plans for special events, identified City-initiated projects or programs, and proposals for works on City-managed property

## 2.0 MEMBERSHIP

### 2.1 Members

- City of Melville staff including at least one Director, at least one Community Development staff member and at least one Urban Planning staff member
- Three or four City of Melville residents with disabilities, and/or parents/carers/advocates; and at least one seniors' representative
- Representatives from providers of services for people with disabilities, as required
- Specialised advisors and/or assistants, as required
- Membership will automatically lapse in the event of three missed meetings unless prior arrangements are made with the City

### 2.2 Process for recruitment

- New members will be invited by the City. Appointments to the AAP will be confirmed in writing via email
- By agreement the AAP may also invite specialised advisors and/or assistants, as required

## 3.0 OPERATING PROCEDURES

- 3.1 The AAP shall meet during business hours, quarterly or more often as required. There is a preference for meetings to be held in the first three days after an Ordinary Meeting of Council. Meetings on Tuesdays will be avoided

- 3.2 Members' travel costs may be reimbursed by the City of Melville
- 3.3 Refreshments and/or a working meal will be provided for members by the City of Melville
- 3.4 Agendas will be circulated as far in advance of each meeting as is practical, preferably at least 10 working days prior
- 3.5 Meetings will be chaired by a City of Melville Director or delegate
- 3.6 The chorum shall be two community representatives and two advocates, plus City officers
- 3.7 The AAP shall make recommendations by consensus, with a simple majority vote by members (if required) being an adequate alternative
- 3.8 Notes are to be taken at each meeting and forwarded in the most suitable format to all members and all City Directors as soon as possible after the meeting
- 3.9 The AAP has no delegated power and has no authority to implement recommendations

**4.0 CRITERIA FOR REFERRAL OF ITEMS**

To avoid the problems associated with a rigid system of referrals, City staff from the AAP will regularly liaise with the Urban Planning Services, Technical Services, and Community Development Directorates and seek out development applications/other items of potential interest. Items for primary consideration will be works and/or events proposed for the public realm, and works and/or events proposed for private land which will significantly affect the public realm.

**5.0 DEFINITIONS**

<b>ACCESS</b>	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
<b>CITY</b>	The City of Melville
<b>DAIP</b>	The City of Melville's <i>Disability Access and Inclusion Plan 2012-2017</i>
<b>DISABILITY</b>	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.