

THE CITY OF
GREATER GEELONG

ACCESS AND INCLUSION ADVISORY COMMITTEE

TERMS OF REFERENCE

VERSION: 02

Approval Date	<i>31 October 2025</i>
Approved by	Council
Review Date	1 September 2026
Responsible Officer	Manager Community Strengthening
Authorising Officer	CEO

Contents

Introduction.....	3
Purpose	3
Authority	3
Objectives and functions.....	3
Definitions.....	4
Terms of Reference	5
Committee term	5
Term starts	5
Term ends	5
Membership.....	5
Nomination of Eligible Members	5
Facilities and Resources.....	5
Appointment of the chairperson	6
Role and responsibility of the chairperson	6
Meeting Vistors.....	6
Meetings.....	6
Frequency of meetings	6
Minimum meeting attendees.....	6
Conflicts of interest.....	6
Misuse of information	6
Reporting.....	6
Secretariat	7
Review.....	7
Records	8

Introduction

PURPOSE

The Access and Inclusion Advisory Committee (AIAC) offers a forum for structured dialogue, discussion and exchange of ideas regarding universal access and inclusion for people of all abilities.

The City of Greater Geelong (City) strives to provide equitable access to goods, services and places and spaces. The role of the AIAC is to promote universal design and access to these services.

The Access and Inclusion Action Plan is part of the City's commitment to people with a lived experience of disability. The AIAC advises on and supports the Access and Inclusion Action Plan implementation and review.

AUTHORITY

- The committee is an advisory committee and does not have delegated authority, reporting to Council as required.
- The committee may appoint working groups to pursue specific projects and issues on an as-needed basis.
- The committee has no financial delegation authority.
- Individual committee members have no authority to independently represent the committee, the City or Council or provide independent submissions, information or feedback on behalf of the committee to any external bodies, committees, forums, meetings or organisations.

OBJECTIVES AND FUNCTIONS

- To represent the interests of all people with a lived experience disability in the Greater Geelong municipality.
- To promote integration of disability access and inclusion as part of the core business of the City.
- To advance universal access and design in accordance with the relevant legislation and the Access and Inclusion Action Plan and promote social inclusion for people with a lived experience of disability and the wider community.

Definitions

Act

The *Local Government Act 2020*.

CEO

The Chief Executive Officer of the City appointed by Council.

City

The administration of the Greater Geelong City Council, led by the Chief Executive Officer.

Council

The Greater Geelong City Council.

Councillor

Elected officials representing the City of Greater Geelong, including the Mayor.

Council officer

All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.

Conflict of interest

Has the same meaning as defined in the Act.

Disability

The definition of disability under the *Disability Discrimination Act 1992* is very broad. This ensures that people with a wide range of disabilities are protected from discrimination. Section 4 of the Act defines disability as follows:

Disability, in relation to a person, means:

- total or partial loss of the person's bodily or mental functions; or
 - total or partial loss of a part of the body; or
 - the presence in the body of organisms causing disease or illness; or
 - the presence in the body of organisms capable of causing disease or illness; or
 - the malfunction, malformation or disfigurement of a part of the person's body; or
 - a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
 - a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;
- and includes a disability that:
- presently exists; or
 - previously existed but no longer exists; or
 - may exist in the future.

The categories of disability vary between states and territories, but all include intellectual, sensory and physical disabilities. Many states also recognise behavioural, or socio-emotional disorders and severe language and communication disorders.

ELT

Executive Leadership Team consisting of the Directors of the City who all report to the Chief Executive Officer.

Terms of Reference

COMMITTEE TERM

Term starts

In December 2016, the Disability and Inclusion Reference Group was established. In May 2018, a new TOR was adopted by Council and the Disability and Inclusion Reference Group was changed to the Access and Inclusion Advisory Committee.

Term ends

The committee's term ends on the day of a Council resolution to abolish the Committee.

MEMBERSHIP

Make-up of the committee

The committee will be made up from the following eligible members:

- One councillor: Chair
- A minimum of six and up to ten community members chosen to represent the broader spectrum of people with a lived experience of disability in the Greater Geelong municipality. Community representatives should, as far as possible, be balanced in regard to age, disability, gender, ethnicity and geographical location.
- Council officers:
 - Director Community Life, or delegate / Director of City Services, or delegate (alternating attendance every second meeting)
 - Other council officers as required

Role and responsibilities of members

The Committee will comprise a membership that is appropriately experienced and skilled in matters relating to disability access and inclusion.

Nomination of Eligible Members

Independent community representatives will be invited onto the committee by the CEO through a process of seeking expressions of interest.

Appointment of members

Membership will be drawn from Council, City officers, representatives of relevant authorities and community representatives.

Length of appointment of members

- Eligible members will be appointed for a period of two years.
- If a member does not attend at least three meetings (i.e. half of the minimum number of meetings to be held in a calendar year) without prior notification being received, their position may become vacant.
- Eligible members must remain as such in order to maintain membership. If an eligible member no longer meets the criteria to be an eligible member during their term, their membership will be revoked, and a new eligible member appointed in accordance with the selection process for the remainder of the term of the person who becomes ineligible.
- To maintain eligibility, members must adhere to relevant Council policies that maintain a safe and respectful working environment, including the *Workplace Behaviour Policy* and the *Occupational Health and Safety Policy*.

Filling casual vacancies

If a vacancy occurs for any reason, it will be filled at the discretion of the Director Community Life.

Facilities and Resources

Any disability-related support required to enable participation in the committee will be provided by the City. Support for access requirements, includes attendant care, Auslan interpreters and other reasonable costs.

CHAIRPERSON

Appointment of the chairperson

- Council by resolution, will appoint a councillor to be chairperson.
- If the chairperson is absent from a meeting, the members present shall elect a chairperson for that meeting.

Role and responsibility of the chairperson

The chairperson is expected to perform the following roles:

- Ensure the committee functions follows the terms of reference;
- Approve the agenda;
- Conduct meetings with the degree of formality appropriate;
- Facilitate the flow of information during meetings; and
- Approve draft minutes after each meeting.

MEETING VISTORS

- Persons may be invited to attend meetings to deliver a presentation or provide information related to the committee's business and in direct line with the City's Core Business. Approval for attendance will be provided by the City.
- Meeting visitors will be made aware of their responsibilities and obligations about conflicts of interest and use and disclosure of information.

MEETINGS

Frequency of meetings

- The committee will meet six times per year but may meet more regularly as it deems necessary.
- Notice of a meeting will be given to all members at least two weeks in advance of the meeting unless exceptional circumstances exist.
- Meeting minutes and agendas will be circulated at least one week prior to the meeting.

Minimum meeting attendees

- A quorum for a meeting shall be one more than half of the membership of the committee.
- The minimum number of meeting attendees must at all times include at least one representative of elected committee members.

Conflicts of interest

If a member has a conflict of interest in relation to an agenda item this must be declared, and the member must refrain from participating in the decision-making process.

Misuse of information

All information received by members in the course of their work as members is confidential and must not be shared with any party outside Council.

REPORTING

- Accurate minutes will be kept of each meeting.
- Full copies of the minutes, including attachments, will be provided to all members no later than on week following each meeting.
- City of Geelong will report progress on the Access and Inclusion Action Plan to the Committee using corporate reporting processes.
- The City of Greater Geelong will report on the activities of the Committee to Council on an annual basis

SECRETARIAT

The Community Inclusion unit of Council accepts responsibility for directly supporting the committee and will provide secretariat services for the committee. This involves convening meetings, providing all documentation, recording meeting notes and publishing the annual report to Council and the community.

REVIEW

The terms of reference for this committee will be reviewed every four years.

Records

Records shall be retained for at least the periods shown below.

Table 1: Record retention and disposal schedule

Record	Retention / Disposal Authority	Retention Period	Location
Records relating to arranging and facilitating committee meetings.	PROS 09/05 VAR 1	Temporary	Destroy after administrative use has concluded.
Records of general administrative nature relating to management of committee meetings, including the preparation and circulation of minutes, use of premises where the meetings take place and travel arrangements for attendees.	Retention and Disposal Authority for Records of Local Government Functions		

—

CITY OF GREATER GEELONG

PO Box 104
Geelong VIC 3220
P: 03 5272 5272
E: contactus@geelongcity.vic.gov.au
www.geelongaustralia.com.au

CUSTOMER SERVICE CENTRE

Geelong
137-149 Mercer Street
Geelong VIC 3220
8:00am – 5:00pm

LATEST NEWS:

-  [geelongaustralia](https://www.facebook.com/geelongaustralia)
-  [@GreaterGeelong](https://twitter.com/GreaterGeelong)
-  [@CityofGreaterGeelong](https://www.instagram.com/CityofGreaterGeelong)
-  [@CityofGreaterGeelong](https://www.linkedin.com/company/CityofGreaterGeelong)

